

No. EDN-HE (21) B (15) 47/2017-All Type Training-
Directorate of Higher Education
Himachal Pradesh

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शिक्षा निदेशालय २५ वर हिमाचल

03 JUL 2017

शिमला - 1

Dated: Shimla-171001 the

From:- The Director of Higher Education
Himachal Pradesh

To

**All the Deputy Director of Higher Education
in Himachal Pradesh**

Subject: - Residential Training Program on "Improving Leadership,
Managerial and Administrative Skills" at Puri (Odisha)
during 21-25th August, 2017.

Memo:

The National Productivity Council (Under Ministry of Commerce & Industry Govt. of India) SCO 40 (1st Floor), Sector 7-C, Madhya Marg, Chandigarh is going to conduct Training Programme on "Improving Leadership, Managerial and Administrative Skills" at Puri (Odisha) during 21-25th August, 2017 and requested to nominate senior officers from Education Department to participate in this programme.

In this connection, you are hereby directed to depute senior officers for above said program. The willingness candidates may apply for the same at their own cost on voluntary & self- financing basis. Further, it is informed that information related to training programmes is available on Website : www.npcindia.gov.in

— SA —

(Dr. Uma Verma)
Jt. Director of Higher Education(C-II)
Himachal Pradesh
Shimla-171001the

Endst. No. Even Dated:

Copy for information to:-

- 1 The Additional Chief Secretary (Education) to the Government of Himachal Pradesh, Shimla-2 w.r.t. his letter Number-EDN-B-Kha (13)3/2015-dated: 29/06/2017.
- 2 Shri G.Saravanan, Regional Director, National Productivity Council (Under Ministry of Commerce & Industry Govt. of India) SCO 40 (1st Floor), Sector 7-C, Madhya Marg, Chandigarh-160019 w.r.t. his reference Number-C-5157-dated: 30/05/2017.
- 3 The Superintendent (Computer / IT Cell) Directorate of Higher Education, Himachal Pradesh, Shimla-1 is hereby requested to upload the same on departmental website.
- 4 Guard file.

Wesme
Jt. Director of Higher Education(C-II)
Himachal Pradesh

द्रीय उत्पादकता परिषद्

उच्च शिक्षण एवं उद्योग मंत्रालय, भारत सरकार)
स.सी.ओ. 40 (पहली मंजिल) सेक्टर 7 सी.
मध्य मार्ग, चण्डीगढ़ - 160 019



NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Govt. of India)

SCO 40 (1st Floor), Sector 7-C,
Madhya Marg, Chandigarh - 160 019

Ref. No. C- 5157
Dated: 30.05.2017

2861

The Secretary(Elementary Education)
Govt. of Himachal Pradesh
Shimla,
Himachal Pradesh

5901795

28-06-2017

J.S(B)
23/06/2017

Sub : Residential Training Programme on "Improving Leadership, Managerial and Administrative Skills" at PURI (ODISHA) during 21-25th August, 2017.

Dear Sir/Madam,

S.O. (Edu-B)

We are glad to inform you that National Productivity Council, Chandigarh (Under Ministry of Commerce & Industry) is organizing the above-mentioned residential training programme during **21-25th August, 2017 at PURI (ODISHA)**. As you are aware that managing an organization and improving its performance on continuous basis requires efficient and effective Leaders, Managers and Administrators especially in-today's complex work environment and highly competitive scenario. The programme has been designed keeping in view that Government , Public Sector and Private organizations must train their officers/managers to develop requisite leadership, managerial and administrative skills so that they can meet the organizational expectations and take right decisions/actions to achieve organizational objectives

Also high customer expectations and global economy has posed numerous challenges for the organizations to improve their image and performance. It is essential for the top management/Senior Managers/Officers to know modern management practices in order to identify, develop and sustain their competitive advantage. This training programme will help the participants to develop effective leadership, managerial and administrative qualities by understanding the advanced management practices that fit into their management requirements, identify areas of concern and seek better solutions to improve performance of the organization.

A brochure containing detailed information about the programme is enclosed. You are requested to nominate senior officers from your organization to participate in this programme. The programme is residential and fee is inclusive of board and lodge. The number of seats are limited and nominations will be accepted on first-cum-first serve basis.

Thanking you,

Yours truly,

G. Saravanan

(G.Saravanan)

Regional Director

RESIDENTIAL TRAINING PROGRAMME
ON
IMPROVING LEADERSHIP, MANAGERIAL
AND
ADMINISTRATIVE SKILLS
AT
PURI (ODISHA)
(August 21 - 25, 2017)



National Productivity Council

NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Industry & Commerce, Govt. of India)
SCO 40 (1st Floor), Sector 7 C, Madhya Marg, Chandigarh
Ph. : 0172-2794108, 2794110, E-mail : npc-chd@chd.nic.in

PROGRAMME OBJECTIVES

- To improve leadership, managerial and administrative skills among the participants.
- To explain advance management techniques for management and control of organizational functioning.
- To discuss implementation of advanced management techniques for improving managerial effectiveness.
- To develop top management/ Managers /Officers for future challenges.

CONTENTS

- Effective Leadership and Managerial Skills
- Motivation and Team building
- Personality Development
- Modern HR practices
- Modern performance management system
- Time and Stress Management
- Knowledge Management
- Total Quality Management
- Customer Relationship Management
- Conflict Resolution
- Crisis Management
- Change Management
- Participative Management

PARTICIPATION

Senior Officers/ Managers, Head of the Departments from Central & State Government Departments, Boards, Corporations, Educational Institutions, Cooperatives, Public Sector Undertakings, Banks, Public Financial institutions, Autonomous Organizations and Senior Managers from all organizations.

METHODOLOGY:

A combination of theoretical and practical inputs in the form of group discussions, workshops, exercises, role-plays, case studies and success stories will be used for knowledge sharing.

CERTIFICATION:

A certificate from NPC will be issued to those participants who satisfactorily complete the requirements of the course.

Venue

PURI (ODISHA)

Programme Dates

21st- 25th August, 2017

Check-in: 21.08.2017 (AN)

Check-out: 25.08.2017 (FN)- Four Nights Only

The Session will start on 21.08.2017 at 16.30 hours

PROGRAMME FEE

Rs. 45,900/- (Rupees Forty Five thousand Nine Hundred only) plus applicable service tax per participant. The requisite participation fee must be sent along with nomination.

The spouse and children are allowed to stay alongwith the participants .However charges towards boarding and lodging of accompanying spouse and children will have to be paid by the participants to the hotel directly in cash. The requisite participation fee must be sent alongwith nomination.

PHYSICAL ARRANGEMENTS

The participants will have to make their own travel arrangements to reach the venue of the programme on 21.08..2017 (AN) and return on 25.08.2017 (FN). Complete stay arrangements including breakfast, lunch & dinner for the participants have been made in the hotel and charges are included in the programme fee.

NOMINATIONS

All nominations must accompany Cheque/DD/RTGS in favour of "National Productivity Council". For making payment through RTGS, the bank details are as under:

IOB Bank A/C No. 026501000009207

IFCS/RTGS/NEFT Code: IOBA 0000265

MICR Code: 110020007

PAN No. : AAATN0402F

Service Tax Registration No: AAATN0402FST014

Bank Name : Indian Overseas Bank, 70-Golf Links, New Delhi-110003

The number of seats is limited and nominations will be accepted on first-cum-first-served basis. Last date of nomination is 11.08.2017

ENQUIRIES AND MAILING ADDRESS

Regional Director

NATIONAL PRODUCTIVITY COUNCIL

SCO-40, 1st Floor, Sector 7-C, Madhya Marg, Chandigarh

Phone: 0172- 2794108, 2794110; Fax : 0172-2794109

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