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NATIONAL PRODUCTIVITY COUNCIL

Ministry of Commerce & Industry
100, Ashoka Road,
Chandigarh, Punjab - 160 002

Ref. No. C-5213
Dated: 15.11.2019

ACSGAD

Sub: Residential Training Programme on "Latest Motivational techniques, effective Teambuilding and Leadership skills for improving organizational performance" at Puri during 23-27th December, 2019

Dear Sir/Madam,

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 23-27th December, 2019 at Puri(Odisha).

Employee motivation is the level of energy, commitment, and creativity that employees of an organization bring to their jobs. Finding ways to **motivate employees** is always a management concern in today's complex work environment and highly competitive scenario. The training programme will focus on different motivational techniques to be adopted by the organizations to keep their employees motivated so that maximum productivity can be achieved.

As (18)

Team building is any action or method that brings a group of individuals together and motivates them to work cooperatively as a team. **Team building** is an essential component of all **organizations** for employees to learn, communicate and work together effectively. Encouraging and promoting an environment of open communication across all management levels contributes to **team building** efforts by increasing trust levels and maintaining a healthy culture. The success of most of the **organisations** depends on the ability of individuals to **build effective teams**. The training programme will deal with all the factors affecting good teambuilding and teamwork in an organisation

As you are aware that managing an organization and improving its performance on continuous basis requires efficient and effective Leaders 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 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 This training programme will help the participants to develop effective leadership skills by understanding the advanced management practices/tools 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 numbers of seats are limited and nominations will be accepted on first-cum-first serve basis.

Thanking you,

Yours truly,

S. P. Singh

(S.P.Singh)
Regional Director

2443
9-12-19

Amrinder
29.11.19

Handwritten notes and stamps on the left margin, including a circular stamp with '2019' and 'N.P.C.' and various illegible signatures and dates.

RESIDENTIAL TRAINING PROGRAMME

ON

**“Latest Motivational Techniques,
Effective Team Building and Leadership skills
for
improving organizational performance”**

AT

PURI

(23-27th December, 2019)



NATIONAL PRODUCTIVITY COUNCIL

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

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

Phone: 0172- 2794108, 2794110; E-mail: npcc@npcindia.gov.in

Website : www.npcindia.gov.in

PROGRAMME OBJECTIVES:

- To discuss latest motivational concepts and techniques for improving organizational performance
- To discuss team building strategies and stages in team building development
- To improve leadership skills among the participants
- To explain leadership styles for improving organizational performance
- To develop top management/ Managers /Officers for future challenges

CONTENTS:

MOTIVATION:

- Introduction to Motivation
- Motivation Process
- Theories of Motivation
- Motivational Tools
- Creating environment conducive for motivation
- Roles and functions of Management for creating work environment conducive for motivation
- Case studies on motivation

TEAM BUILDING:

- Introduction to Teamwork and Team building
- Stages in team building process
- Teamwork skills
- Developing an effective team
- Effective communication
- Conflict resolution
- Factors hindering teamwork
- Group exercises and case studies

LEADERSHIP:

- Understanding Leadership
- Leadership theories
- Different types of Leadership
- Leadership traits and skills
- Conflict Resolution
- Crisis Management
- Change Management
- Participative Management

PARTICIPATION:

All Officers/officials and Managers from Central & State Government Departments, Ministries, Boards, Corporations, Cooperatives, Public Sector Undertakings, Banks, Public Financial Institutions, Educational Institutions, Universities and Managers from Private Sectors

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 & DATES:

VENUE: SCO-40, Sector-7C, Madhya Marg, Chandigarh
DATES: 23-27.12.2019 (FOUR NIGHTS ONLY)

Check in: 23.12.2019 (A.N) Check out: 27.12.2019 (F.N)- Four Nights

The session will start on 23.12.2019 at 16.30 hrs

PROGRAMME FEE:

Rs. 49,000/- (Rupees Forty Nine Thousand only) plus applicable GST (at present 18%) per participant. The requisite fee must be sent along with nomination.

Note: In case your organization is GST exempted, kindly provide GST exemption certificate.

Confirmation of nomination is subject to receipt of participation fee along with nomination letter. Accompanying spouse and Children will have to pay to the hotel directly in cash towards boarding & lodging. The requisite participation fee must be sent along with nomination.

PHYSICAL ARRANGMENT:

The participants will have to make their own travel arrangements to reach the venue of the programme on 23.12.2019 (AN) and return on 27.12.2019(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: IOBA0000265
MICR Code: 110020007
PAN No: AAATN0402F
GST No: 04AAATN0402F1ZE
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 basis. Last date of nomination is 16.12.2019

ENQUIRIES AND MAILING ADDRESS:

Regional Director
National Productivity Council
SCO-40(1st Floor), Sector-7C, Madhya Marg, Chandigarh
Phone: 0172- 2794108, 2794110; Fax :0172-2794109
Contact: Mr. S.P.Singh, Regional Director, M- 07589219766
E-mail:npc-chd@chd.nic.in; sp.singh@npcindia.gov.in;
Website : www.npcindia.gov.in

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