Dear Sir,

National Productivity Council (NPC) Jaipur is pleased to announce its Calendar of Training Programme 2015 and following upcoming Training Programmes on:

1. "Professional Development Programme for ES, PPS, PA, PS and Office Staff" from July 18-22, 2015 at Udaipur
3. "Effective Office Administration & Management, Focus: Teambuilding", from August 8-12, 2015 at Jaipur
4. "Professional Development Programme for ES, PPS, PA, PS and Office Staff" from August 17-21, 2015 at Goa

NPC has continuously endeavoured to upgrade and assist the organisations in enhancing their efficiency and effectiveness through active learning imbibed in its training courses, aimed at benefiting both the employers as well as employees. Keeping above in view, the training programme aims at providing an insight to the participants about various tools and techniques on related subjects.

The training programme has been designed for various level executives/managers/officers/staff of various functions from central and state govt. department, PSUs, private sectors, corporations, banks, co-operative sectors, boards, autonomous org. etc.

The brochure giving programme objectives, coverage, participants profile, methodology, faculty, dates, venue, participation fee, and registration procedure is enclosed for your kind perusal.

We are sure that you would take advantage of this and nominate a few officials from your organisation. The detailed brochure is also available on web: www.npcindia.gov.in

Kindly feel free to write/call us on M 9414387196 or mail at j.aggrawal@npcindia.gov.in, in case any further clarification is required. We look forward to your continued support and an early response.

Thanking you

Yours Sincerely

(J.Aggrawal)
Director

“Make in India: Zero Defect, Zero Effect”

Head Office: New Delhi Offices At: Jaipur, Bangalore, Bhubaneshwar, Chandigarh, Chennai, Gandhinagar, Guwahati, Hyderabad, Kanpur, Kolkata, Mumbai, Patna,

Web: www.npcindia.gov.in  www.npcindia.net
CALENDAR & BROCHURE OF TRAINING PROGRAMMES 2015

MAKE IN INDIA

Make in India: Zero Defect & Zero Effect

PRODUCTIVITY HOUSE
Training Programme on
"Professional Development Programme
For ES, PPS, PA, PS and Office Staff"
July 18-22, 2015 at Udaipur

INTRODUCTION:
The present day business and governance is characterised by lean size of organisations,
Due to fast changing technology, increased customer/beneficiaries expectation resulted
the need for accurate and timely information
for decision-making have considerably
increased the importance of the office and the
team managing it.
Senior executives now, more than ever, need
support from their secretaries and
subordinate staff to achieve the goals of the
organisation. The expectations in terms of
quality, timeliness of output, knowledge about
the new concepts, tools and time
management are indeed very high. The three
technologies of computer, communication
and office are converging to usher in
integrated office systems. Coupled with the
recent advances in IT, these have triggered
the new concepts of management thought as
well as methods of organising and managing
work.

OBJECTIVE:
* To expose the participants to the new
  concepts of managing the office in ever
  changing times.
* To develop behavioural skills, the ability to
  manage self and the effectiveness of
  oneself for organisation.
* To prepare the secretaries and office staff
to come up to the highest expectations of
  the boss.

CONTENTS:
* Changing Role of Executive Secretary
* Executive Expectations from a Secretary
* Secretarial Effectiveness
* Office System & Productivity
* Emerging Concepts/tools in e-Age
* Teamwork and Co-operation
* Business Communication and Inter-
  personnel skills
* Managing Time at Workplace

PARTICIPANT’S PROFILE:
Section officers, executive secretaries, pps,
private secretaries, personal assistants,
stenographers, office staff, UDC, LDC, junior
& middle level officials, supervisors from
central and state government departments,
public sector & private sector, corporations,
board, colleges, cooperatives, autonomous bodies, banks and service organisation etc.

**METHODOLOGY:**
Methodology of the programme would be participative in the nature. The sessions would be based on conceptual deliberations, individual & group presentation, case studies, success stories and group discussion.

**FACULTY:**
Senior consultants from the National Productivity Council and experts from the field would conduct the training programme.

**VENUE & DATES:**
Alka Hotel, Udaipur (Rajasthan)
July 18-22, 2015
Programme starts on 18/07/2015 at 1600 hrs.
Programme closes on 22/07/2015 at 1030 hrs.
Check – in : 18/07/2015 (FN)
Check – out : 22/07/2015 (FN) 12.00 hrs.

**PARTICIPATION FEE:**
₹ 42,500/- + 14% Service Tax (₹ Fourty Two Thousand Five Hundred Only + 14% Service Tax) per participant for residential participants, inclusive of boarding & lodging charges for 4 nights during the programme and course material.

₹ 25,000/- + 14% Service Tax (₹ Twenty Five Thousand Only + 14% Service Tax) per participants for non-residential participants, inclusive of working lunch and course material.

The demand drafts should be drawn in favour of National Productivity Council, Jaipur.
For residential participants accompanying spouse the charges would be approx. ₹ 4000/- for the whole duration payable to hotel.

**REGISTRATION & ENQUIRIES:**
Nominations may be sent stating participants name, designation, contact address, telephone, fax, email address, whether residential or non-residential along with DD/Cheque/ECS intimation towards participation fee should reach NPC, Jaipur latest by July 3, 2015 to:
The Programme Director (EOS)
National Productivity Council,
SB-96, JLN Marg, Bapu Nagar,
JAIPUR-302004
Telefax: 0141-2703573, 4004930
Phones: 2703573, 2702935
e-mail: npcjaipur@rediffmail.com,
mukesh.singh@npcindia.gov.in
Training Programme on
Total Quality Management & Lean Management
July 25-29, 2015 at Jaipur

INTRODUCTION:
In the fast changing business environment and increasing competition, the quality of the service offered or the product manufactured is to be continuously improved for survival and growth. The dictum, "Quality is remembered even long after the price is forgotten" has become relevant for all organisations. The creation and maintenance of quality in an organisation is dependent upon a systematic approach to quality management aimed at ensuring that customer's/ beneficiaries' needs are understood and met. Lean management assists in reducing the service/manufacturing costs, through proper personnel management, better space utilization, scientific inventory management, improved process flows, reduced engineering time and so on with the application of LM techniques. This programme is designed in such a manner that everyone linked with quality aspects will be benefited.

OBJECTIVES:
* To make the participants understand the concept, philosophy tools and techniques of Total Quality and Lean Management and equip them with proper approach and enable them to continually look for improvements in quality and productivity.

CONTENTS:
- Productivity & Quality: Origin, Concepts & Process
- Principles of TQM
- Waste Elimination
- TQM Tools and Techniques: Quality Circles, Kaizen and 5S
- Lean Manufacturing Tools and Techniques
- Methodology for implementing Total Quality & Lean Management practices
- Beyond Lean Manufacturing

PARTICIPANT'S PROFILE:
Senior and middle level executives/managers/officers of various functions engaged in production, quality management, hr management etc. in central and state government department, PSUs, private sector, corporations, banks, co-operative sector, boards, autonomous organisations etc. It would also be useful for entrepreneur
from SMEs, Consultants, Academic Personnel.

**METHODOLOGY:**
Methodology of the programme would be participative in the nature. The sessions would be based on conceptual deliberations, small group activities, exercises, business games, case studies, success stories, individual and group presentation, role play and interactive group discussion apart from experiential learning.

**FACULTY:**
The Faculty will comprise of experienced Senior consultants from the National Productivity Council and guest experts from the academic institution and industries would conduct the training programme.

**VENUE & DATES:**
Hotel Redfox, Jaipur (Rajasthan)
July 25-29, 2015
Programme starts on 25/07/2015 at 1600 hrs.
Programme closes on 29/07/2015 at 1030 hrs.
Check–in : 25/07/2015 (FN)
Check–out : 29/07/2015 (FN) 12.00 hrs.

**PARTICIPATION FEE:**
₹ 42,500/- + 14% Service Tax (₹ Forty Two Thousand Five Hundred Only + 14% Service Tax) per participant for *residential participants* inclusive of boarding & lodging charges for 4 nights during the programme and course material.

₹ 25,000/- + 14% Service Tax (₹ Twenty Five Thousand Only + 14% Service Tax) per participants for *non-residential* participants, inclusive of working lunch and course material.

The demand drafts should be drawn in favour of National Productivity Council, Jaipur.
For the residential participants accompanying spouse the charges would be approximately.
₹ 4000/- for the whole duration payable to hotel.

**REGISTRATION & ENQUIRIES:**
Nominations may be sent stating participants name, designation, organisation, contact address, telephone, fax, email, whether residential or non-residential along with ECS intimation/DD/Cheque towards participation fee should reach NPC, Jaipur latest by July 13, 2015 to:
The Programme Director (LM)
National Productivity Council,
SB-96, JLN Marg, Bapu Nagar, JAIPUR-302004
Telefax: 0141-2703573, 4004930
INTRODUCTION:
Office is the real nerve centre of any organisation. The efficiency and effectiveness of any organisation can be directly linked to the manner in which an office operates and performs its functions and the ability of its employees to follow system and procedure. Accordingly, the efficiency and effectiveness of persons handling office work in an organization can be judged by their ability to dispose of work with speed and accuracy, following the procedures prescribed for the purpose with the objective to provide the services to customer with the time and resources. Teambuilding is building blocks for any organisation, therefore to be effective, every employee of the office should be aware about the concept of modern office and understood, implement the concept throughout the organization.

OBJECTIVE:
* To expose the participants to the concepts of Modern Office Management and managing it in changing times.
* To discuss taking advantage of new tools and techniques and apply team working in office environment.
* To build capabilities, so that participants can identify time waster activity in office and try to minimise it.

CONTENTS:
* Changing role of office
* Office systems and productivity
* Traditional office vs lean office
* Lean office improvement methods such as 5s, kaizen, mistake proofing etc. in office
* Identification and types of waste in the office
* Team work & Conflict Management
* Time Management
* Stress Management

PARTICIPANT'S PROFILE:
All level of executives/managers/officials from various functions of central and state government departments, public sector, private sector, co-operative sectors, corporations, boards, banks, financial institutions, and service & autonomous
organisations etc. The programme is also useful for, section officer/ staff, supervisor also.

METHODOLOGY:
Methodology of the programme would be participative in the nature. The sessions would be based on conceptual deliberations, case studies, success stories, individual & group presentation and group discussion.

FACULTY:
Senior consultants from National Productivity Council and experts from the field would conduct the training programme.

VENUE & DATES:
Hotel Redfox, Jaipur (Rajasthan)
August 8-12, 2015
Programme starts on 08/08/2015 at 1600 hrs.
Programme closes on 12/08/2015 at 1030 hrs.
Check-in : 08/08/2015 (FN)
Check-out : 12/08/2015 (FN) 12.00 hrs.

PARTICIPATION FEE:
₹42,500/- (Rs. Forty Two Thousand Five Hundred Only) + 14% Service Tax per participant for residential participants inclusive of boarding & lodging charges for 4 nights during the programme and programme material.

₹ 25000/- (Rs. Twenty Five Thousand Only) + 14% Service Tax per participants for non-residential participants, inclusive of working lunch and course material.

The demand drafts should be drawn in favour of National Productivity Council, Jaipur.
For the residential participants accompanying spouse the charges would be approximately ₹4000/- for the whole duration.

REGISTRATION & ENQUIRIES:
Nominations may be sent stating participants name, designation, contact address, telephone, fax, email address, whether residential or non-residential along with ECS intimation/DD/Cheque towards participation fee should reach NPC, Jaipur latest by July 27, 2015 to :
The Programme Director (EOM)
National Productivity Council,
SB-96, JLN Marg, Bapu Nagar,
JAIPUR-302004
Telefax: 0141-2703573, 4004930
<table>
<thead>
<tr>
<th>No.</th>
<th>Programme</th>
<th>Dates</th>
<th>Venue</th>
<th>Fee (R)</th>
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<tbody>
<tr>
<td>1</td>
<td>Developing Executive Secretaries, PA, PS &amp; Office Staff for Future</td>
<td>April 12-16, 2015</td>
<td>Dalhousie</td>
<td>Rs. 42500/-+ST (R)</td>
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<td>2</td>
<td>Managerial Effectiveness Focus : Teambuilding &amp; Conflict Management</td>
<td>April 21-25, 2015</td>
<td>Mussoorie</td>
<td>Rs. 42500/-+ST (R)</td>
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<td>Rs. 25000/-+ST (NR)</td>
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<td>3</td>
<td>Finance for Non Finance / Finance Executives / Officers / Staff</td>
<td>May 8-12, 2015</td>
<td>Manali</td>
<td>Rs. 42500/-+ST (R)</td>
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<td>Rs. 25000/-+ST (NR)</td>
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<td>4</td>
<td>Professional Development Programme for ES, PPS, PA, PS and Office Staff</td>
<td>May 16-20, 2015</td>
<td>Mussoorie</td>
<td>Rs. 42500/-+ST (R)</td>
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<td>5</td>
<td>Total Quality Management for Organisational Effectiveness</td>
<td>June 4-8, 2015</td>
<td>Manali</td>
<td>Rs. 42500/-+ST (R)</td>
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<td>6</td>
<td>Stress &amp; Time Management</td>
<td>June 17-21, 2015</td>
<td>Mussoorie</td>
<td>Rs. 42500/-+ST (R)</td>
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<td>7</td>
<td>Professional Development Programme for ES, PPS, PA, PS and Office Staff</td>
<td>July 18-22, 2015</td>
<td>Udaipur</td>
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<td>Rs. 25000/-+ST (NR)</td>
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<td>8</td>
<td>Total Quality Management &amp; Lean Management</td>
<td>July 25-29, 2015</td>
<td>Jaipur</td>
<td>Rs. 42500/-+ST (R)</td>
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<td>9</td>
<td>Effective Office Administration &amp; Management, Focus : RTI</td>
<td>August 8-12, 2015</td>
<td>Jaipur</td>
<td>Rs. 42500/-+ST (R)</td>
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<td>10</td>
<td>Professional Development Programme for ES, PPS, PA, PS and Office Staff</td>
<td>August 17-21, 2015</td>
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<td>Rs. 44000/-+ST (R)</td>
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<td>11</td>
<td>Performance Management &amp; Measurement</td>
<td>September 7-11, 2015</td>
<td>Jaipur</td>
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<td>12</td>
<td>Stress &amp; Time Management</td>
<td>September 19-23, 2015</td>
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<td>13</td>
<td>Managerial Effectiveness, Focus : Teambuilding &amp; Conflict Management</td>
<td>October 5-9, 2015</td>
<td>Udaipur</td>
<td>Rs. 42500/-+ST (R)</td>
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<td>14</td>
<td>Total Quality Management &amp; Lean Management</td>
<td>October 26-30, 2015</td>
<td>Jaipur</td>
<td>Rs. 42500/-+ST (R)</td>
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<td>15</td>
<td>Finance for Non Finance Executives / Officers</td>
<td>November 16-20, 2015</td>
<td>Jaipur</td>
<td>Rs. 42500/-+ST (R)</td>
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<td>Rs. 25000/-+ST (NR)</td>
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<td>16</td>
<td>Advance Course on Developing Competencies of Executive Secretaries, PA, PS</td>
<td>November 21-25, 2015</td>
<td>Goa</td>
<td>Rs. 47000/-+ST (R)</td>
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<td>&amp; Office Staff for Future</td>
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<td>Rs. 25000/-+ST (NR)</td>
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<td>17</td>
<td>Performance Management &amp; Measurement</td>
<td>December 14-18, 2015</td>
<td>Goa</td>
<td>Rs. 47000/-+ST (R)</td>
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<td>Rs. 25000/-+ST (NR)</td>
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<td>18</td>
<td>Stress &amp; Time Management</td>
<td>December 19-23, 2015</td>
<td>Udaipur</td>
<td>Rs. 44500/-+ST (R)</td>
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<td>Rs. 25000/-+ST (NR)</td>
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<td>19</td>
<td>Systematic Problem Solving &amp; Decision Making</td>
<td>December 27-31, 2015</td>
<td>Jaipur</td>
<td>Rs. 44500/-+ST (R)</td>
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<td>Rs. 25000/-+ST (NR)</td>
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* The detailed brochure is available on www.npcindia.gov.in or would be available 10-12 weeks before commencement of the programme on request through mail.
* The training programmes are residential (R) includes boarding and lodging arrangement for 4 nights, check-in day 1 (FN) check-out day 5 (FN) or non-residential (NR) includes working lunch, can be opted as per option.
* Residential nomination will be confirmed for first 20 participants on first cum first serve basis subject to realisation of participation fee before start of the programme. Spouse are welcome on payment basis at hotel.
* Programme starts on 1700 hrs. on day 1 and conclude at 1030 hrs. on day 5.
* Customised Training Module at Company premise/ neutral venue can be organised on above topics for 20-25 participants in each batch on mutually agreed dates, venue, financial implications and terms and condition
* Fee is excluding of service tax and will be added as per applicable on fee at present @ 14%.
* Fee is to be paid by DD/Cheque in the name of “National Productivity Council, Jaipur” or through ECS
* Bank Name: Indian Overseas Bank, 70 Golf Link, New Delhi, Bank Account No.: 026501000009207, IFSC:RTGS/NEFT Code: IOBA000265, MICR Code: 100200007, PAN No. AAATN 0402F, TAN No.: 0099B
* Service Tax Registration No.: AAATN0402FST012
* Please let us know your tentative requirements; this would help us serve your better.

For details please contact
J. Aggrawal, Director
NATIONAL PRODUCTIVITY COUNCIL
SB-96, J.L.N. Marg, Bapu Nagar, JAIPUR 302004
Phone: 0141-2702935, 0141-2703573, Fax: 0141-2703573, 4004930, M: 9414387196
E-mail: npcjaipur@rediffmail.com, mukesh.singhlicnp@npcindia.gov.in web: www.npcindia.net

Make in India : Zero Defect, Zero Effect
Training Programme on
"Professional Development Programme
For ES, PPS, PA, PS and Office Staff"
August 17-21, 2015 at Goa

INTRODUCTION:
The present day business and governance is characterised by lean size of organisations, Due to fast changing technology, Increased customer / beneficiaries expectation resulted the need for accurate and timely information for decision-making have considerably increased the importance of the office and the team managing it.
Senior executives now, more than ever, need support from their secretaries and subordinate staff to achieve the goals of the organisation. The expectations in terms of quality, timeliness of output, knowledge about the new concepts, tools and time management are indeed very high. The three technologies of computer, communication and office are converging to usher in integrated office systems. Coupled with the recent advances in IT, these have triggered the new concepts of management thought as well as methods of organising and managing work.

OBJECTIVE:
* To expose the participants to the new concepts of managing the office in ever changing times.
* To develop behavioural skills, the ability to manage self and the effectiveness of oneself for organisation.
* To prepare the secretaries and office staff to come up to the highest expectations of the boss.

CONTENTS:
* Changing Role of Executive Secretary
* Executive Expectations from a Secretary
* Secretarial Effectiveness
* Office System & Productivity
* Emerging Concepts/tools in e-Age
* Teamwork and Co-operation
* Business Communication and Inter-personnel skills
* Managing Time at Workplace

PARTICIPANT'S PROFILE:
Section officers, executive secretaries, pps, private secretaries, personal assistants,
board, colleges, cooperatives, autonomous bodies, banks and service organisation etc.

**METHODOLOGY:**
Methodology of the programme would be participative in the nature. The sessions would be based on conceptual deliberations, individual & group presentation, case studies, success stories and group discussion.

**FACULTY:**
Senior consultants from the National Productivity Council and experts from the field would conduct the training programme.

**VENUE & DATES:**
Goa
August 17-21, 2015
Programme starts on 17/08/2015 at 1700 hrs.
Programme closes on 21/08/2015 at 1030 hrs.
Check-in: 17/08/2015 (FN), 12.00 hrs.
Check-out: 21/08/2015 (FN) 11.00 hrs.

**PARTICIPATION FEE:**
₹ 44,000/- + 14% Service Tax (₹ Forty Four Thousand Only + 14% Service Tax) per participant for residential participants, inclusive of boarding & lodging charges for 4 nights during the programme and course material.

₹ 25,000/- + 14% Service Tax (₹ Twenty Five Thousand Only + 14% Service Tax) per participant for non-residential participants, inclusive of working lunch and course material.

The demand drafts should be drawn in favour of National Productivity Council, Jaipur.
For residential participants accompanying spouse the charges would be approx. ₹ 6000/- for the whole duration payable to hotel.

**REGISTRATION & ENQUIRIES:**
Nominations may be sent stating participants name, designation, contact address, telephone, fax, email address, whether residential or non-residential along with DD/Cheque/ECS intimation towards participation fee should reach NPC, Jaipur latest by August 3, 2015 to:
The Programme Director (EOS)
National Productivity Council,
SB-96, JLN Marg, Bapu Nagar,
JAIPUR-302004
Telefax: 0141-2703573, 4004930
Phones: 2703573, 2702935
e-mail: npcjaipur@rediffmail.com,
mukesh.singh@npcindia.gov.in
Web: wwwnpcindia.net
Training Programme on
PERFORMANCE MANAGEMENT
& MEASUREMENT
September 7-11, 2015 at Jaipur

INTRODUCTION:
In today's economic climate, Public & Service Sector organizations face unprecedented pressure - not only to achieve the goals set by governments and meet the expectations of citizens - but also to deliver increased productivity and efficiency. Performance Management is therefore much more than merely telling a person what to do and “policing” them until it is done. Rather, it is an integral part of the manager and the employee's job. The proper measurement of organizational performance, productivity and efficiency is therefore an essential part of the reform for the general welfare of all groups in society as well as the nation.
Hence, Performance Management is a key process in any organization and should assist the management and staff to focus on the key issues and business objectives to ensure sustainability.

OBJECTIVES:
* To discuss importance and various aspects of performance management system.
* To acquaint participants with tools & techniques of PMS, HR aspects of PMS so as to get maximum output from employees.

CONTENTS:
* Performance Management: Overview
* Developing KPIs
* Planning, Targets Setting, Setting Standards
* Competencies Assessment
* Performance Evaluation Competencies Assessment
* Progress Review
* HR Aspect of PMS
* PMS: lesson so far

PARTICIPANT'S PROFILE:
Senior and middle level executives/managers of various functions engaged in planning, execution and monitoring of projects, programmes, schemes in central and state government department, PSUs, private sector, corporations, banks, co-operative sector...
METHODOLOGY:
Methodology of the programme would be participative in the nature. The sessions would be based on conceptual deliberations, case studies, success stories, individual and group presentation and group discussion.

FACULTY:
Senior consultants from the National Productivity Council and experts from the field would conduct the training programme.

VENUE & DATES:
Hotel Redfox, Jaipur
September 7-11, 2015
Program starts on 07/09/2015 at 1600 hrs.
Program closes on 11/09/2015 at 1030 hrs.
Check-in : 07/09/2015 (FN)
Check-out : 11/09/2015 (FN) 12.00 hrs.

PARTICIPATION FEE:
₹ 42,500/- + 14% Service Tax (₹ Fourty Two Thousand Five Hundred only +14% Service Tax) per participant for residential participants inclusive of boarding & lodging charges for 4 nights during the programme and course material.
₹ 25,000/- + 14% Service Tax (₹ Twenty Five Thousand Only + 14% Service Tax) per participants for non-residential participants, inclusive of working lunch and course material.
The demand drafts should be drawn in favour of National Productivity Council, Jaipur.
For residential participants accompanying spouse the charges would be approximately ₹ 4000/- for the whole duration payable to hotel.

REGISTRATION & ENQUIRIES:
Nominations may be sent stating participants name, designation, organisation, contact address, email, fax, phone, whether residential or non-residential along with ECS intimation/DD/ Cheque towards participation fee should reach NPC, Jaipur latest by August 24, 2015 to:
The Programme Director (PM)
National Productivity Council,
SB-96, JLN Marg, Bapu Nagar,
JAIPUR-302004
Telefax: 0141-2703573, 4004930
Phones: 2703573, 2702935 M: 9414387196
e-mail: npcjaipur@rediffmail.com,
mukesh.singh@npcindia.gov.in
Web: www.npcindia.net
NPC

CORE COMPETENCIES:
Consultancy - Improving Productivity for competitiveness through consultancy work. These includes:
+ Process Management
+ Total Quality Management (TQM) & Six Sigma.
+ World Class / Lean Manufacturing.
+ Implementing Productivity Techniques like Quality Circles, Kaizen, 5-S.
+ Productivity Improvement Study and Productivity Norms.
+ System and Procedure Analysis and Manpower Assessment & Planning.
+ Organisational / Business Process Re-engineering.
+ Designing Productivity Linked Incentive Schemes.
+ Training Needs Assessment.
+ Designing Performance Appraisal System.
+ Competency Mapping, HRAudit.
+ Customer Satisfaction Measurement.
+ Energy Management.
+ Environment Management.

Training - Training to Senior / Middle / Junior Level Executives/Officers, Office Staff, Supervisors, Workers and Trade Union Leader from Private Sector, Public Sector, Government Departments, Co-operative, Corporation Banks etc. according to the needs of the organisation.
+ Human Resource Development including customised training programmes like Workers Development Programme and Supervisory Development Programmes, Executive Development Programme.
+ Organisational Effectiveness.
+ Managerial Effectiveness.
+ Managerial Leadership & Team Building.
+ TQM & TPM, Lean Management, Six Sigma, Quality Circles, Kaizen, 5S.
+ QMS, ISO 9001, EMS, ISO 14001, OH&SAS 18001.
+ World Class Maintenance Management.
+ Effective Office Administration & Management.
+ Right to Information Act.
+ Knowledge Management.
+ Systematic Problem Solving & Decision Making.
## NOMINATION FORM
### TRAINING PROGRAMME

<table>
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<tr>
<th>Name of the Programme</th>
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### SPONSORING ORGANISATION:

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### PARTICIPANTS DETAILS

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<th>NAME &amp; DESIGNATION</th>
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PAN No.: AAATN 0402F  
Service Tax Registration No.: AAATN 0402FST012  
A/c No. 026501000009207  
IFSC/RTGS/NEFT Code No.: IOB-A0000265  
Indian Overseas Bank, 70, Golf Link, New Delhi  
MICR Code: 110020007  
Demand Draft to be drawn in favour of "National Productivity Council"

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<th>Amount</th>
<th>Bank</th>
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### PLEASE MAIL TO:

Director  
National Productivity Council  
SB-96, JLN Marg, Bapu Nagar, JAIPUR-302004  
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ABOUT NATIONAL PRODUCTIVITY COUNCIL

National Productivity Council (NPC), is a national level organisation under Department of Industrial Policy & Promotion, Ministry of Commerce & Industries, Govt. of India, to promote productivity culture in India. Established as a registered society in 1958 by the Government of India, it is an autonomous, tripartite, non-profit organisation with equal representation from the government, employers and workers' organisation, apart from technical and professional institution on its governing council. NPC provides consultancy, training and undertakes research in the areas of productivity, besides implementing the productivity promotion programmes of the Tokyo based Asian Productivity Organisation (APO), an inter-governmental body of which the Government of India is a founder member.

NPC Jaipur is engaged in providing training to employees at all levels in the areas of Productivity, Quality and Humanity for more then three decades in the state of Rajasthan and all over the country. Consultancy assignments in above mentioned areas are taken up based on the requirements identified.

ACTIVITIES:

* Consultancy
* Training
* Research
* Awareness Generation: Productivity Promotion
* International Services

For Detail Please Contact:
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