



INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN: NEW DELHI-1

FAX
संदेश संख्या 27119/भा.क.अ.प. मुख्य
दिनांक 07/05/2015
पृष्ठों की संख्या 02

F.No.ADMN/7/35/2015-WS

Dated the 05th April, 2015.OFFICE MEMORANDUM

Subject: **Management Development Programme on Improving Inter-Personal Relations and Team Spirit at Work Place from 08.06.2015 to 12.06.2015 at NIFM, Faridabad.**

National Institute of Financial Management, Faridabad has invited nominations for the **Management Development Programme on Improving Inter-Personal Relations and Team Spirit at Work Place from 08.06.2015 to 12.06.2015** at NIFM, Faridabad. The programme has been designed to help the participants improve their inter-personal relations and team spirit at work places. The details of the Programme are as under:-

Objectives of the Programme:

- Appreciate the significance of good inter-personal relations and team spirit at work place.
- Identify the manifestations of good Inter-personal relations at work place.
- Exemplify how team spirit helps create synergy.
- Know the factors that cause poor, bad and bitter inter-personal relations at work place.
- Highlight the common barriers in improving inter-personal relations and team spirit
- Suggest the corrective measures to be taken at both organizational and individual levels to improve inter-personal relations and team spirit at work place.

Course Contents:

- Work Place Relationship Matrix, Effective Communication Skills,
- Antecedents to Good Inter-personal Relations,
- Barriers to Good Inter-personal Relations, Resolving Inter-personal Relations
- Building High Performance Teams, Work-Life Balance
- Coping with Job Stress, Developing Positive Attitude,
- Emotional Intelligence, Spirituality at Workplace.

Eligibility Condition: US/SF&AO, equivalent and above level officers.

If the above programme matches with the training needs of the officers, the nomination of such officers may be forwarded by the Director of the institute/Divisional Head (at ICAR Hqrs.) in prescribed nomination form through proper channel latest by **18.05.2015** for onward transmission to NIFM, Faridabad. **The Nomination Form is enclosed with this letter which may be downloaded from ICAR website under Col. Circular / Work Study Section.**

The Officers who have already attended this programme need not apply. The applicants will not be allowed to withdraw their nominations after acceptance by NIFM, Faridabad.

Rajashree Sunil
(Rajashree Sunil)
Under Secretary(WS)

Distribution:

1. All US/SF&AO, equivalent and above level Officers of ICAR Hqrs, KB./KAB- I&II/NRSC
2. All the Directors of ICAR Institutes / PDs/Bureaux. **The HRD Nodal Officer of the Institute may be requested to link this programme with Annual Training Plan of the respective Institute.**
3. ISO, ~~BPA~~ ^{DMA}, KAB for uploading the same on the ICAR website.
4. Guard File.

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