

ABOUT NATIONAL PRODUCTIVITY COUNCIL

National Productivity Council (NPC) is a national level organisation promoting productivity culture in India. Established as a registered society by Government of India, NPC is functioning under Ministry of Commerce & Industry. It is an autonomous, tripartite, non-profit organisation having equal representation from government, employer and worker organisations and from technical and professional institutions on its Governing Council. NPC provides consultancy and training, and undertakes research in the areas of productivity besides implementing productivity promotion programmes of the Tokyo based Asian Productivity Organisation (APO), an inter-governmental body of which Government of India is a founder member.

NPC is engaged in providing training in the areas of Productivity, Quality and Organisational Effectiveness for more than five decades in India. Consultancy assignments are taken up on the basis of the requirements identified. The services offered include:

- Total Quality Management (TQM) & Six Sigma
- World Class / Lean Manufacturing
- Implementing Productivity Techniques like quality Circles, Kaizen, 5-S
- Productivity Study and Productivity Norms
- Impact Assessment & Evaluation Studies
- Productivity and Competitiveness Studies
- Organisational / Business Process Re-engineering
- System & Procedure Analysis and Manpower Assessment & Planning
- Management Development Training
- Training Needs Assessment
- Designing Performance Appraisal System
- Competency Mapping, HR Audit
- Customer Satisfaction Measurement

TRAINING: Training is provided to Senior/Middle/Junior level executives, Supervisors Workers Trade Union Leaders from Private, Public, Government, Cooperative Sectors, Banks, etc., according to the needs of the organisations with the focus on providing inputs for improved resource management and enhancing managerial adaptability to meet the requirements of fast changing work environment.

FORTHCOMING TRAINING PROGRAMME OF ES GROUP

PROGRAMME	DATES	VENUE
Effective Office Administration & Financial Management	June 24-28, 2017	Leh, Ladakh
Productivity & Competitiveness Measurement for Organizational Excellence	July 24-28, 2017	Puri, Odisha
Project Financing & Strategic Financial Management	Aug 28-Sept 1, 2017	Udaipur, Rajasthan
Effective Office Administration & Financial Management	Oct 09-13, 2017	Goa

RESIDENTIAL TRAINING PROGRAMME Modern Office Management & Strategic Financial Planning

Gangtok, Sikkim

May 01-05, 2017



Organised By



Economic Services Group
NATIONAL PRODUCTIVITY COUNCIL
(Under Ministry of Commerce & Industry, Govt. of India)
Lodi Road, New Delhi - 110003

INTRODUCTION

Modern Office Management addresses organisation-wide effort to increase efficiency and effectiveness. Modern Office Management equips organizations to adapt to changing times, new technologies, marketing challenges, globalization and the fast changing scenario. In other words, it is a continuous effort to improve organization's problem solving and renewal processes, particularly through more effective and collaborative management of organizational culture, often with the assistance of a change agent of catalyst and the use of theory and technology.

Strategic Financial Planning and Implementation ensures accountability while aligning the entire business with actionable and achievable goals and objectives. This involves setting and committing to new standards of performance with built-in contingencies for all situations. Periodic reviews and links to operational plans help to make the strategy a reality. Strategic Financial Planning is often perceived as being relevant only to those who are employed in the higher ranks of an organisation's finance department. This is not, or certainly should not be, the case.

Keeping in view, the financial strategy requirements and latest technological advancements & modern trends in the planning, organizing and controlling of office work, NPC training programme has been designed to inculcate the importance of Strategic Financial Planning & Modern Office Management to help participants to understand Office Management and how Financial Policies and objectives are established and to enable them to contribute effectively within the organization and in improving managerial effectiveness and performance.

OBJECTIVES

- To impart concepts and techniques on Office Management to the participants;
- To provide the participants an opportunity for sharing experiences and team learning to meet diverse challenges;
- To understand the pitfalls of Strategic Financial Planning;
- To enable the participants to successfully implement financial strategy at operational level
- To enable the participants learn & develop unique strategies, implement correctly and set financial targets.

CONTENTS

- Concept of Modern Office Management: Team, Roles and Responsibilities;
- Significances and difficulties. Planning and scheduling of office work;
- Insight into Financial Planning, Risk Management and Investments;
- Concepts, Objective and Approaches of Strategic Financial Planning;
- Integration of Strategy, Finance and Operations

PARTICIPANT'S PROFILE

Officials from Central & State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, NBFCs, Corporations, Labour Unions/Associations etc.

FACULTY

Senior NPC consultant and expert would conduct the training programme.

METHODOLOGY

Methodology of the training programme would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/discussions.

PROGRAMME SCHEDULE

Gangtok, Sikkim (May 01-05, 2017)

Programme starts on	01-05-2017 at 1530 hrs.
Programme closes on	04-05-2017 at 1800 hrs.
Check in for Residential Participants	01-05-2017 (AN)
Check out for Residential Participants	05-05-2017 (FN)

NPC will not provide accommodation before or after the above dates. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.

The accommodation will be booked for a total of about 25 participants on first-come-first-served basis subject to realisation of participation fee before the start of the programme.

PARTICIPATION FEE

Rs. 48,000 (Rupees Forty Eight Thousand only) plus Service Tax @ 15% per participant for Residential Participants. The fee includes boarding/lodging charges and the cost of programme material. Rs 36,000 (Rupees Thirty Five Thousand only) plus Service Tax @ 15% per participant for Non Residential Participants.

Fee may be remitted either through RTGS or NEFT.

- National Productivity Council Bank Details

Indian Overseas Bank, Golf Links, New Delhi –110003
SB A/c No. 026501000009207 IFS Code: IOBA0000265
MICR Code of Bank: 110020007
PAN No: AAATN0402F
SERVICE TAX No: AAATN0402FST002

For accompanying spouse and/or children (in the age group of 3 to 12 years), the tentative charges would be Rs.9,000 and Rs.7,000 respectively for the entire duration, payable directly to the hotel by the participant.

Participation fee is non-refundable. However, substitution can be made or can be adjusted against future nominations.

CERTIFICATE OF PARTICIPATION

NPC will give certificate of participation along with a copy of group photograph to each participant on the conclusion of the programme.

CONTACT INFORMATION

Further enquiries regarding participation in the Training Programme may be addressed to:

Shri Rajesh Sund,
Faculty; Deputy Director(ES)
& Programme Coordinator
Ph.91-11-24607303/09868844272
Fax: 91-11-24615002; rajesh.sund@npcindia.gov.in

REGISTRATION

Nominations stating Participant's Name, Designation, Contact Address, Telephone, Fax, Mobile Number, and Email ID, along with details (UTR No.) of Participation fees remitted including Service Tax @ 15% should reach latest by **April 13, 2017** to the following address:

Dr. K P Sunny
Programme Director & Group Head (ES)
NATIONAL PRODUCTIVITY COUNCIL
5-6 Institutional Area, Lodhi Road, New Delhi 110 003
Phone: 91-11-24607350/09811045547
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