

# National Council for Training & Social Research

(Established by the Government of National Capital Territory Of Delhi, Department of Labour, New Delhi)

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Ref. No. : 366/LET/2015

New Delhi, Date 19<sup>th</sup> December, 2015

By Registered Speed Post/AD

The Director  
Indian Institute of Spices Research  
Marikunnu P.O., Kozhikode (Calicut),  
Kerala, India - 673012

## Subject:- Executive Development Programme Call For Nominations

Dear Sir/Madam,

National Council for Training & Social Research (NCTSR), Established by the Government of National Capital Territory Of Delhi, Department of Labour, New Delhi, serves as the apex body and representative of the various segments of Indian Industry with the mandate to provide impetus to collective interest in organized infrastructural development of the nation.

S No.	Topics	Date & Venue	Course Fee (Per Participant) INR Rs.		
			Non Residential	Residential Twine Sharing	Residential Single Sharing
1.	The Zen Mind Management.	Date 26 <sup>th</sup> To 28 <sup>th</sup> Feb, 2016 Venue:- Kashmir International Club Conference ( SKICC) Srinagar (J&K)	16,600/-	33,600/-	43,600/-
2.	Emerging Trends in Construction Management.	Date 24 <sup>th</sup> To 26 <sup>th</sup> March, 2016 Venue:- Megapode Resort, Haddo Road Port Blair (Andaman & Nicobar)	16,600/-	33,600/-	43,600/-
3.	Project Management for Engineers	Date 17 <sup>th</sup> To 19 <sup>th</sup> March, 2016 Venue:- V I C E R O Y Hotel Gandhi Road Darjeeling, West Bengal, India	16,600/-	33,600/-	43,600/-
4.	HR Management in Construction Industry and Communication Skills	Date 21 <sup>st</sup> To 23 <sup>rd</sup> April, 2016 Venue:- Hotel Silver Rock, Library, Main Mall Road, Near Ghandhi Chowk, Mussoorie, Distt.- Dehra Dun, Uttarakhand	16,600/-	33,600/-	43,600/-
5.	Leadership Techniques in Construction Industry	Date 21 <sup>st</sup> To 23 <sup>rd</sup> May, 2016 Venue:- Hotel Annapurna, Kathmandu ( Nepal)	16,600/-	33,600/-	43,600/-

The response has been tremendous from various Govt. departments including PWD, Housing, Rural, Urban Development DEPARTMENT, Development Authority, Boards & Corporations etc. I am approaching you through this letter with a request to disseminate the list of these program to all the departments of your State so that they can avail advantage of the same. These program shall help the State planners to identify the areas of weakness in system and boost the economy and employment of the State.

Pf. [Signature]  
2.07-2015  
14/11/15

I am sure you will like to nominate the Engineers, Architects, Administrators for this program.  
For more details visit our website [www.nctsr.net](http://www.nctsr.net) and Contact at Mobile No 09911295435 Email:-  
[inonctsr@gmail.com](mailto:inonctsr@gmail.com), [officenctsr@gmail.com](mailto:officenctsr@gmail.com), [edc1977@gmail.com](mailto:edc1977@gmail.com)  
Note:- You requested to send all Communication letters/Payments Demand Draft/Cheque through by  
Registered Post/Speed Post/E Mail/Fax only.

We would also welcome invitation from your side for In- House Training programme at your premises.

Thank you and assuring you of our best service as per our tradition,

With best regards,

Yours Truly,

**For National Council for Training & Social Research**



**Amit Gupta**  
(Executive Director)

**The Zen mind is Zero Engine Noise creating a situation of emptiness within.**

**Date:- 26<sup>th</sup> February, 2016 To 28<sup>th</sup> February, 2016**

**Venue:- Kashmir International Club Conference ( SKICC) Srinagar (J&K)**

Opting for residential accommodation are requested to go directly and stay in A/C rooms at Kashmir  
International Club Conference ( SKICC) Srinagar (J&K)

**Check In :- 25<sup>th</sup> February, 2016 ( Afternoon) & Check Out :- 28<sup>th</sup> February, 2016 ( Forenoon)**

The mind is the most important part of the body. To understand mind and to control it takes a lot of energy and time. But once you control the mind, there is a inner balance which can help to create an outer balance. this program can really take you by surprise and can motivate you to excel further.

We are sure that this programme will benefit your executives, engineers and officers and you will extend your support to make our attempt purposeful and successful.

The participants will be issued course material during the courses.

**Emerging Trends in Construction Management**

**Date:- 24<sup>th</sup> To 26<sup>th</sup> March, 2016 Venue:- Megapode Resort, Haddo Road Port Blair (Andaman & Nicobar)**

Opting for residential accommodation are requested to go directly and stay in A/C rooms at Hotel Megapode Resort, Haddo Road Port Blair (Andaman & Nicobar) Check In :- 24th March, 2016 & Check Out:- 27th March, 2016.

**OBJECTIVES**

In the new millennium, with the fast emerging new knowledge and the rapidly changing technology, the construction management processes are also undergoing changes.

With the strong impetus given by the government in various sectors India is witnessing a surge of growth in the Construction Industry. New techniques and new construction materials are improving construction products.

Insurance of Risks in Construction is catching up fast. India now has grading agency for construction entities and a bank for buying and lending construction equipment.

There is now an international standard that lays down guidelines for quality in Project Management. The IT applications have simplified process for managing of projects, designing of structures, estimation of costs and communication of information.

This Course focuses on familiarizing participants with these developments.

**Content**

Indian Construction Scenario. Emerging trends and IT applications in Project Management.

Joint Ventures & International competitive Bidding Grading of Construction Entities.

insurance of Risks in Construction Business. Role and Functioning of Construction Equipment Bank, Emerging Contract Practices. Intelligent Buildings

The participants will be issued course material during the courses.

**Who should attend ?**

Chief Engineers/Superintendent Engineers/Executive Engineers/SDO's to update and learn new skills to successfully accomplish project objectives.

**Clients / Contractor's Project Manager, Project Team and other senior staff who want to update their skills.**

## **Project Management for Engineers**

Date:- 17<sup>th</sup> March To, 19<sup>th</sup> March, 2016 Opting for residential accommodation are requested to go directly and stay in A/C rooms at V I C E R O Y Hotel Gandhi Road Darjeeling, West Bengal, India Check In :- 17<sup>th</sup> March, 2016 & Check Out:- 19<sup>th</sup> March, 2016.

### **Introduction**

As is well known, most projects are very complex, have numerous inter-dependent and inter-related activities, involve heavy investments, require high level of technology and need effective management of voluminous resources. They cross geographical boundaries, corporate channels, traditional systems and cultural diversities. Modern projects have inherent difficulties, uncertainties and risks. They interact technically, economically and socially with the environment. The fast changing environments of the present era impose numerous financial, legal, ethical, environments, and logistic constraints. Project management involves use of technical and management skills to achieve the project objectives, within the specified time, budgeted cost and predefined quality specifications, by leading the project participants, efficiently, effectively and ethically. While our engineers possess technical expertise, they often lack project management skills.

### **OBJECTIVE**

The main Objectives of the Course are to discuss advanced project management tools so as to orient engineers with the knowledge and skills needed to manage such projects, covering aspects like formulation of a project and management of its scope, organization, time, resources, costs, quality, procurement, risks, information system and interpersonal skills.

### **CONTENTS**

Introduction-Project Planning, Implementation & Control, Formulation and Appraisal, Time Management, Resource Management, Cost Planning and Control, Quality, Safety and Environment, Procurement and Contract management Risk Management, Online Computerized Monitoring System (OCMS), MS Project, Managing Project Information system, Financial Management, Organization, Team building and Interpersonal skills

Case Studies *The participants will be issued course material during the course.*

## **HR Management in Construction Industry and Communication Skills**

Date:- 21st April, 2016 To 23rd April, 2016,

Venue:- Hotel Silver Rock, Library, Main Mall Road, Near Gandhi Chowk, Mussoorie, Distt.- Dehra Dun, Uttarakhand -

Opting for residential accommodation are requested to go directly and stay in A/C rooms at Hotel Silver Rock, Library, Main Mall Road, Near Gandhi Chowk, Mussoorie, Distt.- Dehra Dun, Uttarakhand Check In :- 20th April, 2016 & Check Out:- 23<sup>rd</sup> April, 2016.

### **Objectives**

The programme aims to-Expose managers to the expected human resource management techniques used specifically in the construction industry, Tips to develop skills of utilizing the existing human resource efficiently  
Building stable and effective relationships, Importance of communicating with a rapport and effectively  
Instill the concept of group dynamics and identifying the helping and hindering roles, Diagnose the existing HRM abilities by conducting individual and group exercises

### **Contents**

Skills of a manager, Changing readiness through behavior modification, Attitude and Motivation, Understanding self through JOHARI window, Target setting and implementing, One minute management, Effective follow-up  
Making decisions that stick, Helping and hindering group roles, To help achieve peak performance, Communication skills- verbal and non-verbal, Organizational communication, Stress and anger management, Time management  
Understanding the human needs and wants-perception, Problem solving modes and ability, Leadership techniques  
The participants will be issued course material during the course.

Who Should Attend ? Administrators /Chief Engineers SE/EE Project Managers of Construction Industry

## **Leadership Techniques in Construction Industry**

Date :- 21st May, 2016 To 23rd May, 2016 ,

Venue:- Hotel Annapurna, Kathmandu ( Nepal)

Opting for residential accommodation are requested to go directly and stay in A/C rooms at Hotel Annapurna, Kathmandu ( Nepal), Check In :- 20th May, 2016 & Check Out:- 23<sup>rd</sup> May, 2016.

Objective: The programme aims to Introduce construction industry managers to the need and concept of leadership, Familiarise them with the types and styles of leaderships, Provide tips for developing leadership skills, Diagnose the existing abilities of team guidance and leading through exercises, To help in relieving stress and overcoming anger while leading teams, Provide opportunity to observe audiovisual clips of great leaders

**Contents:-** Roles of a leader, Qualities for leadership, Skills to be developed, Concepts and themes of leading, Leadership strategies, Leadership vs Management, Delegation and decentralization, Positive thinking and effective communication skills, Develop a dream team, Conflict resolution abilities, Importance of reward and recognition, Decision making and conveying , Total quality leadership , Stress management Anger management

**Who Should Attend ?**

Chief Engineers/Superintendent Engineers/Executive Engineers/SDO"s to update and learn new skills to successfully accomplish project objectives., Project Manager , Project Team Members

**The participants will be issued course material during the course.**

**OUR FACULTY**

We have our own regular Faculty. In Service officers are also invited by us as Guest Faculty. All our faculty members have rich in experience since they are mostly retired Joint Secretaries level of the Govt of India.

**METHODOLOGY**

Our main emphasis is on having full involvement of the participants in the subject matter under discussion. Our faculty members deliver lectures intercepted by discussion with participants on each topic so as to ensure that they get full grasp of the subject and have clear concept of the rules and their application. Case studies, group discussion, exercises etc. are also held.

**NOMINATION**

Each Nomination, Residential/ Non Residential, should be accompanied by a Demand Draft of the required amount drawn in favor of "National council for Training & Social Research" payable at New Delhi and should be sent in advance along with the nomination. Payment for Defence Employees will be received after completion of the course and submission of our pre-receipted Bills.

**Cheques of Outstation Units will not be accepted.**

Substitution of nominees can be permitted.

Opting for residential accommodation are requested to go directly and stay in A/C rooms

the participants regarding their stay and is absolutely optional. Participants are free to stay at any other place of their choice and convenience.

Non-Residential-Please send the payment in advance on before commencement of the Program

Residential-Accommodation would be available if confirmed Payment in advance before Commencement of the Program.

Payment may please be made through Bank Draft in favor of "National Council for Training & Social Research" payable at New Delhi.

TEA/COFFEE BREAK

11:15 AM to 11:30 AM & 03:15 PM to 03:30 PM

LUNCH

01:00 PM to 02:00PM

**ADMISSION PROCEDURE**

Admission will be made on first come first served basis only. Intimation regarding admission of the nominee to the program will be communicated as soon as possible after the receipt of nomination.

**PROGRAMME DURATION & SCHEDULE**

It will be a three days Technical Workshop will be conducted from 9.30 AM to 5.00 pm daily. There will be 4 sessions each day. Each session will be of 75 minutes duration.

**REPORTING TIME**

The participants are to report for registration at 9:00 AM at Venue.

**ARRANGEMENTS BY US**

Working Lunch, Tea/Coffee with Snacks, Course material, Pad, Pen, Bag/Folder, Participation Certificate.

**Transport:-**The candidates have to make their own arrangements.

**Certification**

The participants will be awarded certificates on completion of the course without any absenteeism on 3rdday at the end of the course.

**FURTHER INFORMATION**

It is hereby reaffirmed that the aforesaid Program shall be conducted as Per schedule and will not be changed / postponed or cancelled except for reasons unforeseen & beyond our control.

Note: Or You can call the Central Line +91-9911295435 for any queries regarding the Workshop Further enquiries and correspondence regarding admission and other matters relating to the program may be addressed to:-

Sh. Deepak Gupta

(Addl. Director) E mail: edc1977@gmail.com

Malika Sethi

Prog Co-ordinator

**Note:** - In-house Training Program are also organized by us. In-house training programs at the premises of sponsoring organizations – Subjects can be selected by the sponsors.