

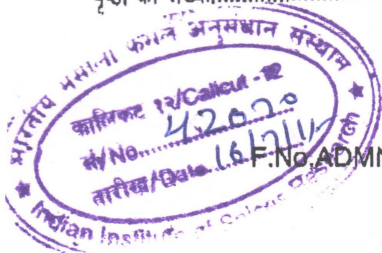
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फैक्स संदेश संख्या 4372 / भा.क.अ.प. पुर्या
दिनांक 14/07/2015
पृष्ठों की संख्या 03



FAX

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



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

Dated the 13 July, 2015.

OFFICE MEMORANDUM

Subject: Management Development Programme on Improving Inter-Personal Relations and Team Spirit at Work Place from 14.09.2015 to 18.09.2015 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 14.09.2015 to 18.09.2015 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 enclosed nomination form, through proper channel, latest by **05.08.2015** for onward transmission to NIFM, Faridabad.

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.

Suparna Dasgupta
(Suparna Dasgupta)
Under Secretary(WS)
Fax: 23387293

Distribution:

1. All US/SF&AO, equivalent and above level Officers of ICAR Hqrs, KB.,/KAB- I&II/ NASC through website only.
2. All the Directors of ICAR Institutes / PDs/Bureaux.
3. ISO, DIPA, KAB for uploading the same on the ICAR website.
4. Guard File.

16 July 2015

HRD

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INDIAN COUNCIL OF AGRICULTURAL RESEARCH**NOMINATION FORM**

Training programme:-	MDP on Improving Inter-Personal Relations and Team Spirit at Work Place at NIFM, Faridabad
Schedule of training:-	From _____ to _____

NAME Prof./Dr./Mr./Ms.			
DESIGNATION:		ORGANISATION:	
DATE OF BIRTH		PRESENT PAY AND GRADE PAY:	
SEX(M/F)		DATE OF JOINING IN ICAR SERVICE	
COMPLETE ADDRESS			
CONTACT NUMBERS	OFFICE:		
	MOBILE:		
	E-MAIL:		

EDUCATIONAL QUALIFICATIONS			

TRAINING ATTENDED				
SL.NO.	YEAR	NAME OF THE TRAINING PROGRAMME	NAME OF THE INSTITUTE	DURATION

Signature of the Candidate

RECOMMENDATION BY THE CONTROLLING OFFICER

(SIGNATURE OF THE RECOMMENDING OFFICER)

Name & Designation with seal