

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

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	20-24 Jan. 2020	Port Blair, A & N
Project Management & Financial Management	21-25 Jan. 2020	Port Blair, A & N
Effective Office Administration & Financial Management	24-28 March, 2020	Gangtok, Sikkim

RESIDENTIAL TRAINING PROGRAMME Performance Management, Monitoring and Evaluation

Dec 10-14, 2019

Goa



Organised By



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

INTRODUCTION

Performance Management is a process by which managers and employees work together to plan, monitor and review an employee's work objectives and overall contribution to the organization. More than just an annual performance review, performance management is the continuous process of setting objectives, assessing progress and providing on-going coaching and feedback to ensure that employees are meeting their objectives and career goals.

Monitoring and Evaluation is often perceived as being relevant only to those who are employed in the higher ranks of an organization's project management. However, Monitoring is a key control mechanism for ensuring quality, timeliness and efficiency. It provides a way to assess the crucial link between implementers, beneficiaries and decision-makers by providing desired information showcasing project progress thereby contribute to transparency as well as accountability.

Performance Management aims at building a high performance culture for both the individuals and the teams so that they jointly take the responsibility of improving on a continuous basis and at the same time raise the competence bar by upgrading their own skills within a leadership framework. NPC training programme would help to equip participants with skills, knowledge and attitude necessary for effective and systematic monitoring and evaluation of development programs and projects for achieving organizational excellence.

OBJECTIVES

- To impart concepts and techniques on Performance Management to the participants;
- To provide the participants an opportunity for sharing experiences and team learning to meet diverse challenges;
- To enhance their skills in understanding on how performance management systems can be effectively utilised to raise the performance of individuals and teams;
- To describe the risk monitoring and controlling process;
- To enable the participants to carry out project monitoring and evaluation, and describe outputs common to all knowledge areas at their work place.

CONTENTS

- Core elements, principles and benefits of an Effective Performance Management framework;
- Expectations and objectively of measuring individual performance using competencies as key measures;
- Concepts, Objective and Approaches of Project Monitoring and Evaluation;
- Tools and Techniques for Project Monitoring and Evaluation

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

Goa (Dec 10-14, 2019)

Programme starts on	10- 12-2019 at 1530 hrs.
Programme closes on	13 -12- 2019 at 1800 hrs.
Check in for Residential Participants	10- 12- 2019 (AN)
Check out for Residential Participants	14- 12- 2019 (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 20 participants on first-come-first-served basis subject to realization of participation fee before the start of the programme.

PARTICIPATION FEE

Rs. 49,000 (Rupees Forty Nine Thousand only) plus GST @ 18% per participant for Residential Participants. The fee includes boarding/lodging charges and the cost of programme material. Rs 37,000 (Rupees Thirty seven Thousand only) plus GST @ 18% per participant for Non Residential Participants. **As per GOI notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government, State Government, Union Territory Administration under any training programme for which total expenditure is borne by the Central Government, State Government, Union territory administration.**

Fee may be remitted either through Demand Draft, RTGS or NEFT.

- The Demand Draft should be drawn in favour of **National Productivity Council** payable at **New Delhi**.
- National Productivity Council Bank Details
Indian Overseas Bank, Golf Links, New Delhi –110003
SB A/c No. 026501000009207 IFS Code: IOBA000265
MICR Code of Bank: 110020007
GSTIN: 07AAATN0402F1Z8 PAN: AAATN0402F

For accompanying spouse and/or children (in the age group of 5 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 the fees can be adjusted against future nominations.

CONTACT INFORMATION

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

Shri Rajesh Sund

Director(ES), NPC

Faculty & Programme Coordinator

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Fax: 91-11-24615002; Email: rajesh.sund@npcindia.gov.in

REGISTRATION

Nominations stating **GST No. of Organization/Institution, Participant's Name, Designation, Contact Address, Telephone, Fax, Mobile Number, and Email ID**, along with DD/Cheque or details of UTR No. towards Participation fees including GST @ 18% should reach latest by **Nov 22, 2019** to the following address:

Dr. K P Sunny

Programme Director & Group Head (ES)

NATIONAL PRODUCTIVITY COUNCIL

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