

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT (SERVICES-I BRANCH)
DELHI SECRETARIAT, 7TH LEVEL, 'B' WING,
I.P. ESTATE, NEW DELHI - 110002.
(<http://services.delhigovt.nic.in>)
PHONE: 011-23392146 Fax No. : 23392150/23392764

F.No. 2/25/2008/S.I/

Dated:

To

All Addl. Chief Secretaries/Pr. Secretaries/Secretaries/
Heads of Departments/Local & Autonomous Bodies
Govt. of NCT of Delhi.

**Sub: Residential Program on "Negotiation and Conflict Resolution Strategies"
from 15-19 November, 2021 at Port Blair.**

Sir/Madam,

I am directed to forward herewith a copy of email dated 11.10.2021 along-with its enclosure, received from National Productivity Council (NPC) New Delhi regarding Residential program on "Negotiation and Conflict Resolution Strategies" from 15-19 November, 2021 at Port Blair, for information and taking further necessary action.

Yours faithfully,


(ANJU MANGLA)

DEPUTY SECRETARY (SERVICES)

Encl: As above

F.No. 2/25/2008/S.I./2382

Dated: 28-10-2021

Copy forwarded for information & necessary action to:-

- (i) The Program Coordinator HRM Group, National Productivity Council, Utpadakta Bhavan, 5-6 Institutional Area, Lodhi Road, New Delhi - 110003 w.r.t. mail dated 11.10.2021.
- (ii) The Section Officer (Coord.), Services Department, GNCTD with the direction to upload above said letter along with its enclosures on website of Services Deptt.


(ANJU MANGLA)

DEPUTY SECRETARY (SERVICES)

Residential program on "Negotiation and Conflict Resolution Strategies" from 15-19 November, 2021 at Port Blair

From : vidhu jindal <vidhu.jindal@npcindia.gov.in>

Mon, Oct 11, 2021 12:14 PM

Subject : Residential program on "Negotiation and Conflict Resolution Strategies" from 15-19 November, 2021 at Port Blair

1 attachment

To : Vidhu Jindal <vidhu.jindal@npcindia.gov.in>

Dear Sir/Madam,

NPC has continuously endeavored to upgrade and assist the organizations in enhancing their efficiency & effectiveness through active learning imbibed in its training courses aimed at benefiting both the employers as well as employees. These learnings then could be constructively translated within organizations for increasing the Productivity, Quality and Profitability

Thus, once again with the multifold objectives of gaining further insights and knowledge we have designed the **Residential program on "Negotiation and Conflict Resolution Strategies" from 15-19 November, 2021 at Port Blair**, wherein we invite your active participation. The accompanying brochure provides further detail about the program.

We are sure that the programme will be very useful for **Senior as well as junior level officers**. You may like to sponsor some of your officials to participate in this programme. Seats are very limited therefore, you may like to send your nominations at the earliest.

For any further details, please feel free to get in touch with **Ms Vidhu Jindal, Prog. Coordinator (011-24607305 or Mob. 9899307114) E Mail: vidhu.jindal@npcindia.gov.in** & Sh. D.K. Rahul, Deputy Director, Tel: 011-24607352, M: 9971468180, E-mail: dk.rahul@npcindia.gov.in

Looking forward to your early response.

Thanks & Regards,

Vidhu Jindal
Program Coordinator
HRM Group
National Productivity Council
New Delhi

Contact No. : 011-24607305/9899307114



254/c

NATIONAL PRODUCTIVITY COUNCIL
ANNOUNCES RESIDENTIAL PROGRAMME ON
Negotiation & Conflict Resolution Strategies
15-19 NOVEMBER, 2021 AT PORT BLAIR

INTRODUCTION

Negotiation and Conflict Resolution are crucial skills both inside and outside of workplace. No other business **skill** may be as important to success as negotiation. We negotiate everything: agreements with partners and vendors, in-scope/out-of-scope parameters around important projects, and our own compensation and job responsibilities, to name just a few.

Understanding your counterpart's interests and shaping the decision so that the other side agrees to a proposal for its own reasons are the keys to jointly creating and claiming sustainable value from a negotiation. Most executives know the basics of negotiation; some are spectacularly adept. Yet even experienced negotiators routinely leave money on the table, end up in deadlock, damage relationships, or allow conflicts to spiral.

Quite often, there is an element of conflict between the parties involved in a negotiation, which extends beyond the matters ostensibly being negotiated. Such conflict might have its origins in disputed facts, differing values or incompatible policies. Personal conflicts, interpersonal conflicts and structural conflicts all point to the need for more effective tools for lasting problem-solving.

BROAD COURSE CONTENTS

- ❖ Distinguish the key planning elements required for successful negotiations.
- ❖ Describe the importance of communication in negotiations.
- ❖ Conflict Resolution & Negotiation Steps
- ❖ Strategies for Resolving Conflict

PARTICIPANTS PROFILE

All employees across all levels, working in Ministries, Central & State Government Departments, Central and State PSUs, Banks and financial institutions, Boards, Administrative Bodies, Co-operative Sector, MNCs and Private Sector, Universities, Academic Institutions etc.

PARTICIPATION FEE & CHECK-IN/CHECK-OUT INFORMATION

Fee on Residential basis: Rs. 54,000/- + GST per participant.

Fee on Non Residential basis: Rs. 44,000/- + GST per participant

Check In at Hotel/Resort: 12 Noon Onwards on 15TH November, 2021

Check Out at Hotel/Resort: Before 12 Noon on 19th November, 2021

FACULTY & PEDAGODY

The Faculty for the training programme will comprise of senior NPC Experts and other renowned and experienced trainers from the respective field. The training methodology will

focus on interactive discussions, small group activities, business games, exercises, role plays, videos and presentations.

LAST DATE FOR RECEIVING CONFIRMED NOMINATIONS

The nominating authority should ensure that the nominations are sent with Nominating Authority & Participant's Name, Designation, Department/Section/E-Mail, Landline, Fax & Mobile Nos. by 6th November, 2021 in letter without fail to facilitate proper communication. For any correspondence related to this programme please mention the reference no.: P.O No: NPC/HQ/HRM/T/04/2021-22.

GENERAL INSTRUCTIONS

- Please book the tickets after receiving confirmation from our end.
- The residential Participation fee covers the Professional fees towards training, Board & Lodge of the Participant(S) and site visits. The Non residential fee covers the Training charges & working lunch only.
- The spouse/Family members are welcome on nominal charges per person per day covering the cost of B&L and site visits, payable directly to Hotel before check-out.
- The fee once deposited is Non-refundable, however substitutions are allowed.
- Acceptance of the nominations is/are subject to the seat availability and receipt of the participation fee latest by last date for Nominations.
- Please note that NPC would not provide accommodation before or after the above dates and participants requiring it would arrange the same on their own.
- In case of cancellation of participation after confirmation from our end, participants have to pay cancellation charges on actual basis. NPC shall raise bill to the Nominating Authority.

PAYMENT DETAILS

- Fee is to be paid through DD/Cheque/Online mode in the name of "National Productivity Council" payable at New Delhi.
- PAN: AAATN0402F, GSTIN: 07AAATN0402F1Z8
- NEFT/IMPS/RTGS/ECS Payment details : Indian Overseas Bank, 70, Golf Link Branch, New Delhi, SB A/C No. 02650100009207; MICR - 110020007; IFSC No. IOBA0000265.

FORTHCOMING TRAINING PROGRAMMES

Programme	Venue	Dates	Last Date	Participation Fee Per Person
Business Excellence for Organisational Performance	Goa	20-24 December, 2021	10 December, 2021	50,000/- +GST Residential 40,000/- +GST Non-Residential
Innovation & Change Management for Organisational Excellence	Port Blair	17-21 January, 2022	07 Jan. 2022	54,000/- +GST Residential 44,000/- +GST Non-residential

For further details of programme, please visit : <https://www.npcindia.gov.in/NPC/User/TrainingHeadQuater>

CONTACT DETAILS:

Smt. Vidhu Jindal, Section Officer. - 011-24607305, Mobile: 9899307114 E-mail: vidhu.jindal@npcindia.gov.in
Sh. D. K. Rahul, Deputy Director, Tel: 011-24607352, M: 9971468180, E-mail: dk.rahul@npcindia.gov.in

Correspondence Address: National Productivity Council, Utpadakta Bhavan, 5-6 Institutional Area, Lodhi Road, New Delhi - 110003, EPABX Lines: 24690331.