

जयपुर उत्पादकता केन्द्र

41, इन्कम टैक्स कॉलोनी-2,
पोस्ट मालवीय नगर,
जगतपुरा रोड़, जयपुर- 302 017



Jaipur Productivity Centre

41, Income Tax Colony - 2, P.O. Malviya Nagar,
Jagatpura Road, Jaipur - 302 017
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No.2019 / 113 G
November 26, 2018

ENGINEER-IN-CHIEF
PUBLIC WORKS DEPARTMENT
GOVERNMENT OF NCT OF DELHI
MSO BUILDING
I.P.ESTATE
NEW DELHI- 110002
NCT OF DELHI

Dear Sir / Madam,

Jaipur Productivity Centre, Jaipur is pleased to announce its 113th Residential Programme on "Emotional Intelligence for Managerial & Personal Effectiveness" from February 11-15, 2019 at Hotel La Paz Gardens, Vasco-da-Gama.

The aim of this programme is to provide insight to the very important aspects of emotional intelligence, their effect on managerial and personal performance, along with coping strategies to perform better in fast changing work environment. The brochure giving programme details and methodology is enclosed for your kind perusal. The programme fee of Rs.42000/- plus GST @ 18.00% (Rs. Forty Two thousand plus GST tax @ 18.00% only) is inclusive boarding and lodging arrangement for the participant, cost of the reading material etc. The details for ECS can be provided, if required.

The programme would be useful for all levels of employees from various functions and the trade union officials from private, public, co-operative sector organisations / institutions, banks, financial institutions, Education and research organisations, central and state government departments.

We are sure that you would take advantage of this and nominate a few officials from your organisation. The nomination form is also enclosed with the brochure. The programme has been designed for about 20 participants and the nominations would be accepted on first-come-first-served basis. The last date of the nomination along with the participation fee is January 28, 2019.

Information about our programmes can also be downloaded from our website www.jpcaipur.org. Kindly feel free to write to us in case any further clarification is required.

Thanking you and hoping for an early response,

आपका प्रमुख अभियंता, लो० नि० वि०,
अ० ई-डिव० सी० पी० ॥ ००॥ २०१८ ७७३२
श्रेयस एवं अवसरक कारिवाही हेतु प्रकृतः
अभियंता हे कि पत्र में दिये गये पात्रता भूपिण्डक अनुहात
स्टटुक आदेशकारे आपका विकल्प शीघ्र निजवाएं।
Encl: Programme Brochure
१) लो० नि० वि० ल० सी० डी०

Yours sincerely,

C.M.Khurana
(C.M.Khurana)
Director

Productivity for Growth and Prosperity

सहायक प्रशासनिक अधिकारी
कार्यालय प्रमुख अभियंता
लो० नि० वि०, दिल्ली सरकार
12वां तल, पुलिस मुख्यालय,
नई दिल्ली-110002

19/12/18

INTRODUCTION

Success of any organisation depends directly on the effectiveness of its people. Managerial Effectiveness is dependant not only on the training and expertise, but also on how one handles oneself and others. There is a need to focus on personal qualities such as initiative and empathy, adaptability and persuasiveness.

The current economic scenario and increasing competitiveness at work place have been exerting performance related pressures on all employees. It becomes necessary for them to manage and strengthen their emotional framework. Competencies such as managing one's emotions, handling new situations well, teamwork, and leadership, count even more than ever.

Emotional Intelligence (EI) refers to the ability to perceive, control, evaluate and use emotions appropriately. Our emotional intelligence determines our potential for learning the practical skills that are based on its five elements: Self Awareness, Motivation, Self Regulation, Empathy and Adeptness in Relationships.

An emotional competence is a learned capability based on emotional intelligence that along with cognitive competence results in outstanding performance at work.

OBJECTIVE:

- To develop understanding about emotional intelligence.
- To create awareness about the relevance of emotional intelligence in performance enhancement
- To provide the participants an opportunity for sharing of practical experiences on the subject.
- To create an opportunity to gain insight into the process of management of change.

CONTENTS:

- Changing work environment and its impact
- Managerial & Personal Effectiveness.
- Emotional Intelligence- Concept and Framework
- Emotional Quotient
- EI and Team Work
- Inter personal relations
- EI and Conflicts Management
- Leadership and EI
- Stress Management
- Time Management
- Knowledge Management

TARGET GROUP

The programme would be useful for all levels of officials from various functions of government departments, Private sector, Public sector, Co-operative sector Corporations, Banks, Financial Institutions, Service, Education, Research and Autonomous organisations etc.

FACULTY:

Senior JPC faculty and experts from the field would conduct the programme.

DURATION & VENUE

Hotel La Paz Gardens, Vasco-da-Gama

February 11-15, 2019

Check -in 11.02.2019 (FN)
Check-out 15.02.2019 (FN)

METHODOLOGY:

Methodology of the programme would be participative in the nature. The sessions would be based on conceptual deliberations, case studies, tests for self evaluation, management games and group discussions..

PARTICIPANTION FEE

Rs.42000/- plus GST @ 18.00% (Rs. Forty Two Thousand plus GST @ 18.00% only) per participant is inclusive of boarding & lodging arrangement during the programme and the programme material. The demand drafts/ cheques should be drawn in favour of Jaipur Productivity Centre, Jaipur. Details for ECS can be provided, if required.

For the accompanying spouse the charges would be approximately Rs.6000/- for the whole duration payable to the hotel.

PAN. AABTJ3316K
GSTIN. 08AABTJ3316K12N

LAST DATE FOR REGISTRATION

The last date for receipt of nomination along with the fee is January 28, 2019.

ENQUIRIES:

Programme Director (EI)
Jaipur Productivity Centre
41, Income Tax Colony - 2,
Jagatpura Road, P.O.Malviya Nagar, JAIPUR - 17
Phone No.09414271490 / 09610111392
Fax: 0141-2750473
e-mail: jpcjaipur@rediffmail.com

NOMINATION FORM

13th RESIDENTIAL PROGRAMME ON EMOTIONAL INTELLIGENCE FOR MANAGERIAL & PERSONAL EFFECTIVENESS

February 11-15, 2019

SPONSORING ORGANISATION :	
ADDRESS:	
Fax:	
Phone:	
E-mail:	
PARTICIPANTS DETAILS (Name & Designation)	ADDRESS E-mail, Mobile
1.	
2.	
3.	
4.	
FEE: Rs.42000/- plus GST @18% per participant Demand Draft to be drawn in favour of "Jaipur Productivity Centre, Jaipur"	
D.D.No.	Date:
Amount:	Bank:
Bank details for payment by RTGS	
A/c Name:	Jaipur Productivity Centre
Bank :	Axis Bank Ltd
Branch :	Tilak Nagar, Jaipur
Account No.	910010013083057
Type of A/c:	Savings
MICR Code :	302211003
IFSC Code:	UTIB0000031

JAIPUR PRODUCTIVITY CENTRE

ur Productivity Centre (JPC) is an autonomous not-profit organization established to promote productivity culture in India. JPC provides consultancy, ing and undertakes research in the areas of luctivity.

Major activity is to promote productivity sciousness in Government Departments / nizations, Public Sector Undertakings (PSUs), orate, Banks, Small & Medium Industries, Co-ative Societies, Research Organizations and cational Institutions etc. through Training & ultancy in Managerial Skills, Management vation, Modernisation, Human Resource elopment (HRD) and e-Governance.

undertake the training and consultancy in the below tioned areas.

CONSULTANCY

Organisational Process Re-engineering
System & Procedure Analysis
Manpower Assessment & Planning
Designing Productivity Norms
TQM, Quality Circles, Kaizen, 5-S
Six Sigma and Data Analytics

TRAINING

HRD customized programmes
Project Management
Systematic Problem Solving
Organisational Effectiveness
Effective Office Secretary
E-Governance
Stress & Time Management
Zero Base & Outcome Budgeting
TQM, Quality Circles & Six Sigma

Detailed Information of our activities is available on our website: www.jpcajipur.org

Director
Jaipur Productivity Centre
41, Income Tax Colony -2,
Jagatpura Road, P.O. Malviya Nagar
JAIPUR 302017

Forthcoming Residential Programmes*

Programmes	Dates
Transformational Leadership & Change Management	December 17-21, 2018 at Udaipur
Development Programme for Executive Secretaries, Personal Assistants & Office Staff	January 7-11, 2019 at Goa
Emotional Intelligence for Managerial & Personal Effectiveness	February 11-15, 2019 at Goa
Effective Office Administration & Management, Focus: RTI & Digital India	March 11-15, 2019 at Jaipur
Stress & Time Management	April 08-12, 2019 at Ooty (T.N.)
Development Programme for Executive Secretaries, Personal Assistants & Office Staff	April 21-25, 2019 at Mussoorie

* Participation Fee is Rs.42000/- plus GST @18.00 % thereafter per participant

* Last date for registration is 14 days before commencement of each programme.

Forthcoming Non-Residential Workshops

Process Management	January 21-22, 2019 at Jaipur
Systematic Problem Solving	March 18-19, 2019 at Jaipur

* Participation Fee is Rs.12000/- plus GST @ 18.00% per participant

* Last date for registration is 14 days before commencement of each workshop

113th Residential Programme

on

**EMOTIONAL
INTELLIGENCE
FOR MANAGERIAL
& PERSONAL
EFFECTIVENESS**

in
Goa

February 11-15, 2019



जयपुर उत्पादकता केन्द्र

JAIPUR PRODUCTIVITY CENTRE
JAIPUR



जयपुर उत्पादकता केन्द्र