



Programme Code: -DPC/RTP/2025-26/10



MANAGEMENT DEVELOPMENT RESIDENTIAL PROGRAMME ON



UNDERSTANDING SELF AND OTHERS FOR ORGANIZATIONAL GROWTH AND PERFORMANCE

From
14th to 18th
July 2025

AT
Leh (UT) /
Mount Abu (Raj.)

ORGANISED BY



DELHI PRODUCTIVITY COUNCIL

Plot No.2, Institutional Area, Sector 9, Dwarka, New Delhi – 110077

Tel.:011-45575733-34, Mob: 9818663122 / 9871737438

E-mail: dpctraining2020@gmail.com / dpc_1959@rediffmail.com

Website: www.delhiproductivitycouncil.com

ABOUT DELHI PRODUCTIVITY COUNCIL (DPC)

Delhi Productivity Council (DPC) is a non-for-profit autonomous Techno-Managerial organization, was established in 1959 and is affiliated with **National Productivity Council** (under the **Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Govt. of India**) and the **Delhi Administration, Govt. of N.C.T. of Delhi** for promoting productivity culture in India.

DPC has been providing consultancy and training services in the field of Productivity, Vigilance, Human Resources Management, Information Technology, Finance, Security, Safety, etc., to the Government and Public & Private Sector Organization for almost six decades.

ABOUT THE PROGRAMME

To be a successful manager in today's organizations operating in a dynamic environment it is essential to know oneself as well as others we work with. The programme takes two journeys to participants, one is inward to understand why we behave the way we do and the other on why other behave the can they do.

However, with the fast pace of business today including rapidly changing markets, highly competitive work environment, and organizational expectations, Managers/ Executives hardly find the time to spend on self-understanding and identifying one's own strengths and weaknesses, knowing their own potential, examining their inter-personal relationships and the impact of these on their performance. This self-examination can make a difference between being an adequate Manager / Executive and being an outstanding Managers / Leader. Enhancing these competencies can help in preparing oneself for the next level of responsibilities.

Managing Self is about having a balanced approach to work and life for professional and personal development. Managing others is about developing sensitivity and improving interpersonal relations for getting the best from your people. This is facilitated when Managers start reflecting on their behavior patterns and understand their impact on others.

The objective of the programme is to enhance understanding of self and others, thereby contributing to self-development and managerial effectiveness. The programme aims to reduce conflicts and enhance organizational growth and performance.

CONTENTS

- Understanding Personality and Self
- Understanding Perceptions, Emotions and how they impact behaviours
- Developing Self for Organizational Excellence.
- Communicating Effectively
- Enhancing Productivity and Work Efficiency
- Relationship Managing
- Developing Harmonious Interpersonal Relations
- Understanding interpersonal conflict, techniques to manage them constructively
- Sharpening skills to work as a team member and as a leader.
- Art of working in Teams for meeting Deadlines.
- Creating a positive work environment.

PARTICIPANTS

The Programme is meant for All levels of Executive (Junior, Middle & Senior) i.e., Dealing Assistants, PA/PS, Stenographer, Section Officers, Middle & Senior level Executives in an organization at various function areas of HR, Administration, Personnel departments, Vigilance, Finance, Security, Projects, Purchase, Commercial, working in Ministries, Central Govt. Offices / State Govt. or Public & Private Sector Undertakings, Subordinate Offices of the GoI., Union Territories, Nationalized Banks & Financial Institutions, Boards, Administrative Bodies & Cooperative Sectors and others.

COMPLETION CERTIFICATE

A completion certificate will be given to the participant(s) at the end of the programme.

VENUE, DATE & TIME

Venue: Leh (UT) / Mount Abu (Raj.)

Date: 14th to 18th July 2025

Check in time: 12 noon on 14th July 2025 &

Check-out time: 10:00 a.m. on 18th July 2025

PROGRAMME FEE

1. FEE FOR RESIDENTIAL PARTICIPANT(S)

| For Member(s) of DPC – Single Basis | For Non-Member(s) of DPC – Single Basis |
|--|--|
| Rs.65,000/- plus GST@18% per participant | Rs.68,000/- plus GST@18% per participant |

2. FEE FOR NON-RESIDENTIAL PARTICIPANT(S)

Fee for Non-Residential – Rs. 44,500/- plus GST@18% per participant

3. FEE FOR TWIN SHARING BASIS

Fee for Twin Sharing Basis – Rs. 38,000/- plus GST@18% per participant

Note - Bulk Nomination(s) for 5 or more participants – 1 Participant is complementary.

FACILITIES & SERVICES

(I) RESIDENTIAL PARTICIPANTS:

- Participants will get room, bed tea (in room service), breakfast, lunch, dinner and tea during programme time, Programme Kit & Sightseeing.
- Extra's in Room Services to be paid by the Participants to the hotel directly. Services like STD calls, Laundry, Drinks / Mineral Water, Snacks, Food in Room & Extra Bed, etc.
- Participants **accompanying the spouse** will have to pay extra **Rs. 2500/- per day inclusive (all Meals)** directly to the hotel.
- Participants will have to make their **own travel arrangements to reach the programme venue.**
- For Check-in before and check-out after the programme dates, the extra Hotel charge will be borne by the Participants.

NOTE: Kindly carry your photo ID for self and family (if accompanying)

(II) NON-RESIDENTIAL PARTICIPANTS:

- Participants will get programme Kit, Lunch, Tea during programme sessions and Sightseeing.

(III) AIRPORT TRANSFER: To be arranged by the participants at their own cost.

REGISTRATION FOR THE PROGRAMME

Please send us the name(s) of the participant(s) through electronic remittances i.e., e-mail at: **dpctraining2020@gmail.com** / **dpc_1959@rediffmail.com** along with the participant(s) fee as per following-

MODE OF PAYMENT

- The fee may preferably be transferred by Bank Draft/Cheque/RTGS/NEFT/IMPS/ECS in favour of Delhi Productivity Council to our A/c. No. 1502002100002418 with Punjab National Bank, Dwarka, Sector-10, New Delhi – 110075.
- IFSC Code: PUNB0444700 & MICR CODE 110024244, CURRENT A/c Type.
- DPC PAN CARD NO.: AAATD0844P
- GSTIN NO.: 07AAATD0844P1ZJ

The participation fee is non-refundable once the nomination(s) is confirmed. However, substitutions can be made, or the fees can be adjusted against future nominations. DPC reserves its right to cancel or postpone the programme for any reason whatsoever and in such case of cancellation / postponement any fees paid to DPC shall be refundable in full or can be carried forward for adjustment against nominations to future programme(s).

Please feel free to contact for any Query at below address –

PLEASE ADDRESS YOUR ENQUIRIES TO:

Shri Sanjeev Bhardwaj,
Asst. Director (Training),
C/o DPC Institute of Management,
Plot No. 2, Institutional Area, Sector – 9, Dwarka, New Delhi – 110077
Mob: 9818663122

LAST DATE FOR RECEIVING NOMINATIONS: 2ND JULY 2025.

For the best outcome, we intend to limit the programme intake to 15 participants and therefore request you to send your nominations at the earliest.



DELHI PRODUCTIVITY COUNCIL

(A tripartite autonomous organization under NPC & Delhi Admn., Govt. of NCT of Delhi)

Plot No.2, Institutional Area, Sector 9, Dwarka, New Delhi – 110 077.

Tel. No. 011-45575733, 45575734

E-mail – dpctraining2020@gmail.com / dpc_1959@rediffmail.com

APPLICATION FORM FOR NOMINATIONS

Title of Programme: Understanding Self and Others for Organizational Growth and Performance

Programme Code: DPC/RTP/2025-26/10

Programme Date: 14th to 18th July 2025

Programme Duration: 5 Days & 4 Nights

Location: Leh (UT) / Mount Abu (Raj.)

Details of Nominated Participation:

| S. No. | Name of Delegate | Designation | Mobile No. | Email ID | Official Address for Correspondence |
|--------|------------------|-------------|------------|----------|-------------------------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Details of Nominating Authority:

Name:

Designation:

Organization:

Address:

Contact Number:

Email ID:

Signature

Details of Proof of payment of Programme fee (RTGS/NEFT Details like Cheque / DD no.):

Payment Particulars -

✚ **ECS Payment Details:** Punjab National Bank, Dwarka, Sector-10, New Delhi Branch.

A/c No. 1502002100002418, IFSC Code: PUNB0444700

✚ In case of ECS Payment, the payment details should be intimated accordingly along with UTR number.

✚ DD/Cheque should be drawn in the name of Delhi Productivity Council payable at New Delhi.

✚ Programme Fees per Participant plus GST to be paid in advance.

✚ PAN No. AAATD0844P

✚ GSTIN: 07AAATD0844P1ZJ



Delhi Productivity Council

Plot No.2, Institutional Area, Sector 9,

Dwarka, New Delhi – 110077

Mob: 9818663122, 9871737438

Tel.:011-45575733-34,

E-mail: dpctraining2020@gmail.com / dpc_1959@rediffmail.com

Website: www.delhiproductivitycouncil.com