



NATIONAL POWER TRAINING INSTITUTE

An ISO 9001:2000 & 14001 Organization
(Under the Ministry of Power, Govt. of India)

Website: www.npti.in

NPTI Complex, Sector-33,
Faridabad – 121003

Bhawana Choudhary
B.E, MBA (IIM-Lucknow)

No. NPTI/CO/CP&M/GMP/2011

Dated: 05.12.2011

Sub: Request for nomination for Five day Training Program on General Management from January 16-20, 2012 at Hotel Rajhans, Surajkund, Faridabad -reg

Sir/Madam,

National Power Training Institute announces Five Day training program on General Management scheduled from January 16 to 20, 2012 at Hotel Rajhans, Surajkund, Faridabad.

The Training Programme is sector neutral and is suitable for Middle Level / Senior Level Managers/Executives/Officers of Public Sector Undertakings (PSUs), Government organizations/ departments (Central/State) and Private Sector.

The General Management Programme provides a practical and skill based approach to the challenges facing middle level and senior level managers in today's workplace.

We look forward to nominations from your organization to this Program. If you have any further queries or would like details on the application/nomination process please feel free to call/fax/e-mail and we shall be glad to help. The details as enclosed are also available on our website www.npti.in.

Thanking You,

Yours faithfully

(Bhawana Choudhary)

Program Director

Phone: 0129-2274919, 2274916, 9311622338

Fax: 0129-2247412, 2255213



NATIONAL POWER TRAINING INSTITUTE
An ISO 9001 & ISO 14001 Organization
(Ministry of Power , Govt. of India)
NPTI Complex, Sector-33, Faridabad-121003 (Haryana)
Tel.227 5475 Fax:227 7412 Website: www.npti.in

National Power Training Institute (NPTI), an ISO 9001 & ISO 14001 organization under Ministry of Power, Govt. of India is a National Apex body for Training and Human Resources Development in Power Sector with its Corporate Office at Faridabad. NPTI had been providing its dedicated service for more than four decades.

NPTI operates on an all India basis through its nine Institutes in different zones of the country as per details below:-

- A) Northern Region:** 1. NPTI Corporate Office Faridabad, 2.NPTI (Northern Region) Badarpur, 3.NPTI (Hydro Power Training Centre) Nangal
- B) Southern Region :** 4. NPTI (Power System Training Institute) Bangalore, 5. NPTI (Hot Line Training Centre) Bangalore, 6. NPTI (Southern Region) Neyveli
- C) Eastern & North Eastern Region:** 7.NPTI (Eastern Region) Durgapur, 8. NPTI (North Eastern Region) Guwahati
- D) Western Region:** 9. NPTI (Western Region) Nagpur

NPTI conducts following industry interfaced academic programs with the objective to create a pool of committed and competent professionals equipped with appropriate technical skills to steer the Indian Power Sector:-

- Two Year MBA in Power Management approved by AICTE
- Four Year B.Tech./B.E Degree in Power Engineering approved by AICTE
- One Year Post Graduate Diploma Course in Thermal Power Plant Engineering
- One Year Post Diploma Course in Thermal Power Plant Engineering
- One Year Post Graduate Diploma in GIS and Remote Sensing (RS)
- Nine Months Post Graduate Diploma Course in Hydro Power Plant Engg.
- Six Months O&M of Transmission and Distribution System for Engineers

Manpower Training and Academic Programmes: Several long-term, medium term and short-term training programs in the areas of Thermal, Hydro, Transmission & Distribution and Management, Regulatory affairs etc. are being conducted in the various Institutes of NPTI. NPTI conducts Induction training programs and refresher courses for number of public and private sector organizations.

Consultancy Services: NPTI provides consultancy services in Preparation of DPRs under R-APDRP (11th Plan).NPTI has also been appointed as REC Quality Monitor (RQM) for Tier-II Inspection of RGGVY Works under 11th Plan for Six States. NPTI has also been awarded the Third Party Inspecting Agency (TPIA) works by few DISCOMs for the RGGVY works under the 10th Plan & 11th Plan.

Awards and Recognitions_NPTI has been conferred the award for “**Excellence in Training**” for the year 2010-11 by the World HRD Congress, under the category Employer Branding Award.

NPTI has been conferred the award for “**Best Learning and Development Strategy**” for the year 2010-11 by the World HRD Congress, under the category shine.com HR Leadership Award.

NPTI has been conferred the 2nd ASIA’S Best Employer Brand Awards 2011 for “**Excellence in Training**” in July, 2011 at Suntec Singapore.

National Power Training Institute (NPTI) has been conferred 4th India Power Awards 2011 instituted by Council of Power Utilities for “**Excellent work in imparting training to Power Engineers**”.



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Five days Training Program on GENERAL MANAGEMENT

Jan 16-20, 2012 | 10.00 am to 5.30 pm | Hotel Rajhans, Surajkund, Faridabad

RECOMMENDED FOR

The Training Programme is sector neutral and is suitable for Middle Level / Senior Level Managers/Executives/Officers of Public Sector Undertakings (PSUs), Government organizations/ departments (Central/State) and Private Sector who may be moving from a specialist function into more general management role and need to widen their outlook towards their company's operations with a view to becoming the head of a division or a regional leader at some point in the future.

PROGRAMME OVERVIEW

An outstanding one-week General Management Programme designed to provide an understanding of the concepts and fundamental principles in key management disciplines to the participants, and how to apply them to improve decision-making within their organization. It will enable them to develop their management skills and knowledge in a vibrant and fast – paced environment. It will give them the confidence they need to accelerate their management career.

This training programme provides a practical and skills-based approach to the challenges facing mid to senior level managers in today's workplace.

TOPICS COVERED

- Forms of Organizational Structure
- Seven habits of highly effective People
- Audit functions in an Organization
- Development through Delegation
- Role of Human Resource (HR) policies in the effective growth of an Organization
- Glossary of Financial and Accounting Terms
- Forms of Business Enterprises
- Balance sheet
- Profit and Loss account
- Procurement procedures and Contracts Management

- Discounted Cash Flow Techniques
- Ratio Analysis
- Time Management
- Managing customers for competitive advantage
- Case studies of successful business Managers/ Enterprises
- Stress Management
- Creating high performance teams

PROGRAMME LEARNING BENEFITS

- Managing new trends and market demands in a complex business and economic environment.
- Improving team performance with leadership skills
- Making better business decisions by identifying critical variables and using analytical models.
- Gaining a broad understanding of financial and accounting principles
- Examining issues of strategic significance in a global market place
- Integrating marketing, operations and strategy for a strategic business perspective
- Interacting with other business professionals from a wide range of industries and organizations.
- Learn to review, interpret and utilize annual reports and financial information to make better business decisions
- Interpret a company's profitability, solvency and liquidity
- Comprehend relevant costs, overhead allocations, and contribution margin understand the performance metrics by which companies are being measured
- Explore alternative business valuation principles and how you can impact the value drivers of a firm.

PROGRAMME DATE

January 16 - 20, 2012 (Monday - Friday)

PROGRAMME DURATION

Five – day Programme.

PROGRAMME LOCATION

Hotel Rajhans, Surajkund, Faridabad – 121003

PROGRAMME FEE

The programme fee is Rs. 20,000/- payable to NPTI, Faridabad. Fee includes study materials, tea, snacks and lunch. However optional Lodging and Boarding facilities may be provided to the outstation participants subject to availability. AC Room on single occupancy basis along with breakfast and dinner shall be provided for @ Rs 22,000/-per participant for the programme and AC Room on Double occupancy basis along with breakfast and dinner shall be provided for

Rs.14,000/- per participant for the programme which shall be payable in advance to NPTI along with programme fee.

It is strongly recommended that Participants should be nominated for residential program as interaction with other participants from different organizations from all over India would help them in building their networking skills. Participants would be able to share their learnings and experiences with each other and such interaction also constitutes an essential part of training and professional skills enhancement and is essential in todays competitive business scenario.

Note: Participants may board the room one day prior to start date of the programme after 12.00 noon and may check out till 5.00 evening of the next day of end date of the programme.

HOW TO REGISTER

To register, registration form enclosed herewith has to be filled in and to be sent at following address along with payment by Cheque /Demand Draft / Electronic Transfer Details:-

Ms. Bhawana Choudhary
Programme Director
National Power Training Institute
NPTI Complex, Sector-33, Faridabad – 121003
Phone: 0129-2274919, 2274916, 9311622338
Fax: 0129-2247412, 2255213
E-mail:- bc.npti@gmail.com



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Five days Training Program on GENERAL MANAGEMENT

Jan 16-20, 2012 | 10.00 am to 5.30 pm | Hotel Rajhans, Surajkund, Faridabad

REGISTRATION FORM

Programme Fee: Rs. 20,000/- per Participant

COMPANY INFORMATION

Company Name: _____

Address: _____

City: _____ Pin code: _____ State: _____

Telephone: _____ Fax: _____ E-mail: _____

PARTICIPANTS REGISTRATION

Name	Designation	Mobile No.	E-Mail Address

Accommodation

Required : Yes / No

Type of

Accommodation : Single Occupancy Double Occupancy

MODE OF PAYMENT:

Please find enclosed our **Cheque/Demand Draft** for Rs. _____ in favor of 'NPTI', payable at Faridabad. Last date of receipt of Nomination along with payment is 10th January, 2012. Payment should be made before commencement of programme.

Bank Transfer through ECS:

Beneficiary Account Name: National Power Training Institute

Bank Name: State Bank of India

Branch: Sarai Khwaja

City: Faridabad

Account No.10724879119

Account Type: Current Account
MICR No. 110002198
IFSC Code No.: SBIN0003245
Bank Code: 03245

Please send the filled registration form along with the Cheque/Demand Draft / Electronic Transfer Details to :

Ms. Bhawana Choudhary
Programme Director
National Power Training Institute
NPTI Complex, Sector-33, Faridabad – 121003
Phone: 0129-2274919, 2274916, 9311622338
Fax: 0129-2247412, 2255213
E-mail:- bc.npti@gmail.com

Signature:_____

Name &Designation

Date:_____

Five Days Training Program

on

General Management

January, 16 – January, 20, 2011

Hotel Rajhans, Surajkund, Faridabad, Haryana, India

Training Schedule

Date/ Day		Timing	Title	Proposed Topics
16.01.12 Day-1 (Monday)	FN	09.30 -10.30	Registration	
		10.30 -11.00	Welcome of Participants and Inauguration	
		11.00-11.30	Tea Break	
		11.30-13.00	Forms of Organizational Structure	<ul style="list-style-type: none"> • The concept of an organization • Features of an organization • Structure of an organization • Considerations in designing organizational structure • Principles of organizational structure • Types of organizational structure • Functional structure • Divisional structure • Matrix structure
		13.00 -14.00	Lunch	
	AN	14.00 -15.30	Seven habits of Highly Effective People	<ul style="list-style-type: none"> • From Dependence to Interdependence • Personality Vs Character Ethics • Be Proactive, Principles of Personal Vision • Begin with the End in Mind • Personal Management • Paradigms of Interdependence • Think Win-Win • Seek First to Understand, then to Be Understood • Principles of Creative Cooperation • Principles of Balanced Self-Renewal

		15.30–15.45	Tea Break		
		15.45 -17.15	Audit functions in an Organization	<ul style="list-style-type: none"> • Internal audit • External audit • CAG audit • Technical audit • Advantages of audit • Role of audit functions • Statutory functions 	
17.01.12 Day-2 (Tuesday)	FN	10.00 -11.30	Development through Delegation	<ul style="list-style-type: none"> • Understand how to retain responsibility while giving up authority • Avoid "dumping" and "bossing" and delegation obstacles • Help others learn, grow and contribute through delegation • Reduce stress and consequences of not delegating • Strengthen your organization • Positive and negative outcomes of delegation and how to respond 	
		11.30-11.45	Tea Break		
		11.45-13.15	Role of Human Resource (HR) policies in the effective growth of an Organization	<ul style="list-style-type: none"> • Human Resource :From neglect to valued asset • Purpose and Role of HR • Models of HR practice • Why HR policies are important • Defining Policy and Procedure • Contribution of HR function • Role of line Managers 	
			13.15 -14.00	Lunch	
		AN	14.00 -15.30	Glossary of Financial and Accounting Terms	<ul style="list-style-type: none"> • Terms used in finance and accounting • Importance and various functions • Other related topics / issues
			15.30–15.45	Tea Break	
			15.45 -17.15	Ratio Analysis	<ul style="list-style-type: none"> • Description of various ratios and their importance • Analyzing corporate performance • Comparing performance using ratio analysis • Measurement of profitability • Other related topics / issues
	18.01.12 Day-3 (Wednesday)	FN	10.00 -11.30	Balance sheet	<ul style="list-style-type: none"> • Various aspects of Balance sheet
11.30-11.45			Tea Break		
11.45-13.15			Profit and Loss account	<ul style="list-style-type: none"> • Various aspects of Profit and Loss Account 	
			13.00 -14.00	Lunch	

	AN	14.00 -15.30	Procurement procedures and Contracts Management	<ul style="list-style-type: none"> • Purchase Planning and Indenting • Tendering and Bidding
		15.30–15.45	Tea Break	
		15.45 -17.15	Procurement procedures and Contracts Management	<ul style="list-style-type: none"> • Conditions of Contract • Evaluation Methodology • Post Award Execution
19.01.12 Day-4 (Thursday)	FN	10.00 -11.30	Discounted Cash Flow Techniques	<ul style="list-style-type: none"> • DCF technique • Present value and future value • Concept of annuities and perpetuities • Opportunity Cost • Payback, NPV, DCF, IRR, Discounted payback period • Other related topics / issues
		11.30-11.45	Tea Break	
		11.45-13.15	Forms of Business Enterprises	<ul style="list-style-type: none"> • Public and Private Companies • PPP • Joint Venture & Consortium • Business as an economic entity- difference between Firm, Partnership and company • Memorandum and Articles of Association • Other related topics / issues
		13.00 -14.00	Lunch	
	AN	14.00 -15.30	Time Management	<ul style="list-style-type: none"> • Benefits of Time Management • Obstacles to effective Time Management • How to effectively manage the time • When to say 'NO' • How to use your waiting time
		15.30–15.45	Tea Break	
		15.45 -17.15	Managing customers for competitive advantage	<ul style="list-style-type: none"> • Core ideas of high performance marketing • The logic for customer loyalty • Service quality as the foundation for loyalty • Customer relationship management tools and consumer behaviour • Loyalty strategies • When things go wrong, service recovery and the potential opportunities it represents
	20.01.12 Day-5 (Friday)	FN	10.00 -11.30	Case studies of successful business Managers/ Enterprises

				<ul style="list-style-type: none"> • Case study of successful Indian Entrepreneurs / Managers
		11.30-11.45	Tea Break	
		11.45-13.15	Stress Management	<ul style="list-style-type: none"> • Identify sources of stress • How to cope with stress • Strategies of Stress management
		13.00 -14.00	Lunch	
	AN	14.00 -15.30	Creating high performance teams	<ul style="list-style-type: none"> • Bringing high performance individuals together: the 'Alpha' individual in teams • What does leadership mean in a team context? • Building and maintaining trust in team-based working • Building the team below elite level • Creating a high performance culture
		15.30–15.45	Tea Break	
		15.45 -17.15	Feedback and Valedictory	

