

**National Institute Of Secretariat  
Training & Development**  
NEW DELHI, India



# EMPOWER YOUR TEAM SKILLS

## Developing Managerial Leadership Skills

Plot No B-11C, Inderprastha, NCR New Delhi, Ghaziabad-201102, India  
[info@nistd.in](mailto:info@nistd.in) [www.nistd.in](http://www.nistd.in) Central line & WhatsApp 91-9811094923

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# ABOUT US

The National Institute Of Secretariat Training & Development (NISTD), serves as an autonomous body supporting various sectors of the Indian industry. Our core mission is to enhance the skills and knowledge of government officers from Central, State, and subsidiary services. By doing so, we contribute to the effectiveness and efficiency of administrative services within central and state governments.

We offer specialised programs empowering executives in government and the corporate sector with global insights. Through collaborations with international partners, our Capacity Building program spans leadership, managerial skills, and smart city development, equipping participants to address global challenges and drive urban sustainability.

## WHY CHOOSE US?



### **Expertise in Government Empowerment:**

With strong governmental support, NISTD excels in enhancing the capabilities of government officers, directly impacting administrative services' efficiency and effectiveness.

1

### **Global Insights and Collaboration:**

Our specialized programs and international partnerships empower executives with a global perspective, addressing contemporary challenges and driving smart city development.

2

### **Comprehensive Capacity Building:**

NISTD's multifaceted Capacity Building program covers leadership, managerial skills, and smart city development, equipping participants to lead urban sustainability initiatives on a global scale.

3



# SCHEDULE

## Day 1 - Building Foundations

<b>Session 1:</b> Understanding Government Leadership	Role of leadership in the public sphere Leadership challenges and opportunities in government
<b>Session 2:</b> Strategic Decision-Making	The decision-making process in government Case studies and group exercises
<b>Session 3:</b> Effective Communication	Communicating policies and objectives Role-play and communication strategies
<b>Session 4:</b> Building High-Performing Teams	Team dynamics and leadership Team-building exercises

## Day 2 - Leading for Excellence

<b>Session 5:</b> Motivating Government Employees	Employee motivation and engagement Motivational techniques for the public sector
<b>Session 6:</b> Change Management in Government	The need for change in government Strategies for managing change effectively
<b>Session 7:</b> Practical Leadership Challenges	Real-world leadership challenges and solutions Interactive case studies and discussions
<b>Session 8:</b> Graduation and Certification	

# TRAINING

Developing managerial leadership skills is crucial in the public sphere as it directly impacts the efficiency and effectiveness of administrative services. This specialized training equips government employees to lead with excellence, ensuring that public institutions operate smoothly and effectively.



## Strategic Decision-Making:

Learn to make informed, strategic decisions to drive your department's success.



## Effective Communication:

Enhance your ability to communicate policies, objectives, and expectations clearly and persuasively.



## Team Building and Motivation:

Discover techniques to build cohesive teams and motivate public sector employees.



## Change Management:

Gain insights into managing change in government organizations for smoother transitions.



# ALL ABOUT BENEFITS

## Enhance Decision-Making Skills



Participants will develop the ability to make well-informed, strategic decisions, resulting in improved service delivery and resource management.

## Strengthen Communication



Improved communication leads to clearer policies, efficient teamwork, and enhanced public perception, ultimately increasing the impact of government initiatives.

## Empower Effective Team Leadership



Participants will learn to motivate and lead teams effectively, fostering collaboration and ensuring projects are delivered successfully in the public sphere.

## HOW TO APPLY

Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following address:

National Institute Of Secretariat Training & Development  
Plot No B-11C, Inderprastha, NCR New Delhi, Ghaziabad-201102, India  
Emails: [info@nistd.in](mailto:info@nistd.in) [infonistd@gmail.com](mailto:infonistd@gmail.com)  
Fax No: +91-120-2682109

## PAYMENT DETAILS

Payment from Defense Employees will be processed upon course completion and the submission of our pre-receipted bills. Please note that cheques from outstation units will not be accepted.

Accommodation will be provided for those who confirm their stay with advance payment before the program begins.

<b>Beneficiary Name:</b>	National Institute Of Secretariat Training & Development
<b>Bank Name:</b>	Bank Of Maharashtra
<b>Branch:</b>	Greater Noida, Uttarpradesh
<b>Current A/C No:</b>	60455558551
<b>IFSC Code:</b>	MAHB0001294
<b>MICR CODE (9 Digit No.):</b>	110014031





# GENERAL CONDITIONS

1. Once you receive confirmation from your end, you can proceed with booking the tickets.
2. If an accompanying spouse (single occupancy) or children aged 5 to 12 join, the approximate costs would be INR 26,600 and INR 19,600 plus an additional 18% GST, respectively, for the entire duration. These charges should be paid in advance to NISTD.
3. The acceptance of nominations is contingent upon seat availability and the timely receipt of the participation fee by the final nomination date.
4. Given the limited seating capacity, it is advisable to submit nominations using the attached format as soon as possible to secure availability. Nomination acceptance is dependent on seat availability and receiving the program fee by the final nomination deadline.
5. The fee for the Residential program includes training professional fees and participant(s) accommodation expenses. Once paid, the fee is non-refundable, although substitutions are permissible.
6. Every participant is required to have their identification cards and essential letters or directives from their department when attending the training program.
7. The fee for the non residential program includes the professional training fee, as well as lunch and refreshments provided during the training sessions. Once the fee is paid, it is non-refundable, but substitutions are permissible.
8. NISTD will not cover any expenses for participants' travel between their residence or lodging and the training program venue. All participants are responsible for arranging their own transportation to reach the venue punctually according to the program schedule.
9. Participants are kindly urged to ensure their well-being and safety throughout the training duration, and NISTD will not hold responsibility for any medical costs incurred by participants during the program.
10. NISTD will not offer accommodation prior to or after the program dates. Participants who intend to extend their stay beyond the scheduled period should make their own arrangements at their own expense.
11. Clearing of extra expenses: The hotel will be directed to create individual accounts for each participant. Participants can settle any extra charges for family members, laundry, telephone, minibar, room service, extended stay, etc. directly with the hotel prior to check-out.
12. Upon successful completion of the program, participants will receive a Certificate of Participation.

The Institute strongly encourages potential participants and their respective managements to proactively communicate in advance, detailing any specific issues or problem areas that they wish to see incorporated into the course material or addressed during the workshop.



# GENERAL CONDITIONS

## **Inclusions:**

- Accommodation in a 4-star hotel
- Daily breakfast, lunch, and dinner for each participant

## **The training professional fee per participant covers the following:**

- Comprehensive program management expenses, including faculty fees and training infrastructure charges.

## **PARTICIPANTS' PROFILE**

Individuals from Central and State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Companies, Co-operative Sector Entities, Financial Institutions, Non Banking Financial Companies (NBFCs), Corporations, and Labor Unions/Associations are all welcome to participate.

## **OUR FACULTY**

Our teaching staff consists of our dedicated in-house faculty members. Additionally, we extend invitations to active serving officers to join us as guest lecturers. Our faculty team boasts extensive expertise, with many members having substantial experience, often at the level of retired Joint Secretaries.

## **METHODOLOGY**

Our primary focus centers on actively engaging participants in the subject matter being discussed. Our faculty employs a teaching approach that combines lectures with interactive discussions, ensuring participants attain a comprehensive understanding of the topic and a clear grasp of rules and their practical application. Moreover, we incorporate case studies, group discussions, and exercises into the curriculum. Substituting nominees is allowable.

## **Schedule of Breaks during the Training Session**

- MORNING REFRESHMENT BREAK: 11:15 AM to 11:30 AM
- LUNCHTIME: 01:00 PM to 02:00 PM
- AFTERNOON REFRESHMENT BREAK: 03:15 PM to 03:30 PM

## **ADMISSION PROCEDURE**

Admission will be granted strictly on a first-come, first-served basis. Notification regarding the nominee's acceptance into the program will be promptly communicated following the receipt of the nomination.



# GENERAL CONDITIONS

## PROGRAMME DURATION & SCHEDULE

- The event is a two-day Technical Workshop, scheduled from 9:30 am to 5:30 pm daily. The workshop will consist of four sessions each day, with each session lasting for a duration of 75 minutes.

## REPORTING TIME

- Participants are required to arrive for registration at the venue by 9:00 AM.

## PROVIDED BY US

- Accommodation
- Breakfast, Dinner, and Lunch
- Tea/Coffee with Snacks
- Course material
- Notepad, Pen, Bag/Folder
- Participation Certificate
- Photography services

Transportation: Candidates are responsible for their own arrangements to reach the venue. For participants choosing residential accommodation, please proceed directly to the hotel for check-in.

## Change of Schedule

The aforementioned program is scheduled to be conducted as planned and will not be altered, postponed, or canceled unless due to unforeseen circumstances beyond our control.

For any inquiries related to the Executive Development Program (EDP), you can contact us at the Central Line: +91-9811094923.

We kindly request your cooperation in submitting nominations as soon as possible, as the program has limited seating and registrations will be accepted on a first-come, first-served basis.

Please take the necessary actions and we look forward to receiving your confirmation and further response as soon as possible.





## National Institute Of Secretariat Training & Development

### REGISTRATION APPLICATION FORM

#### EXECUTIVE DEVELOPMENT PROGRAM

##### Details of the training

Dates: From \_\_\_\_\_ To \_\_\_\_\_

Topic: \_\_\_\_\_

Venue: \_\_\_\_\_

##### Details of nominated participants

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Organization/Department: \_\_\_\_\_

Office Address: \_\_\_\_\_

City: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone: (Off.) \_\_\_\_\_ (Res.) \_\_\_\_\_

Fax: \_\_\_\_\_ Mob No.: \_\_\_\_\_ State: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



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