



# **ELEVATE YOUR TEAM SKILLS WITH OUR TRAINING PROGRAMME ON Leadership & Managerial Skills, Management & Business Administration**

## **WHERE**

Russia

## **VISIT US**

Plot No B-11C, Inderprastha, NCR  
New Delhi, Ghaziabad-201102,  
India

## **CONNECT**

[info@nistd.in](mailto:info@nistd.in), [www.nistd.in](http://www.nistd.in)  
Central line & WhatsApp  
+91-9811094923

# 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.

## Training sessions



Unlock your team's potential with our dynamic training sessions. Dive into interactive learning experiences that empower your employees with practical skills and knowledge. Our engaging sessions are designed to foster growth, boost productivity, and drive success. Join us on a journey to harness untapped potential and achieve remarkable results.

### METHODOLOGY



Our sessions are **highly participative** in nature. They encompass a variety of engaging elements such as conceptual discussions, real-life case studies, inspiring success stories, and interactive group exercises and discussions.

### FACULTY



Our team comprises **senior experts** from NISTD who bring knowledge and experience, complemented by renowned trainers specialists in their respective fields. Together, they ensure the highest level of expertise and guidance in our programs.

### PARTICIPANTS



Our training is designed for officials from various sectors and **government departments**, including administration, finance, HR, procurement, and more. Both at state and central levels, benefit from our comprehensive program.

## 1. PROGRAMME THEME

Welcome to an immersive 7-day training program encompassing "Leadership & Managerial Skills, Management & Business Administration." Designed to elevate your leadership acumen and business expertise, this program spans four dynamic cities - Delhi, Moscow, St. Petersburg, and Kazan, Russia. Join us on this transformative journey to sharpen your leadership edge and master the intricacies of business administration. With this training your team will get:

- Comprehensive leadership and management skill development.
- Hands-on experience in real-world business scenarios.
- Exploration of diverse international business environments.
- Practical insights into strategic business administration.



**Moscow Kremlin (Moscow)**

Step into the heart of Russian history and culture at Red Square, where the iconic St. Basil's Cathedral and the Kremlin walls whisper tales of resilience and grandeur.



**State Hermitage Museum (St. Petersburg)**

Discover leadership through art at The State Hermitage Museum, home to a vast collection of art and culture. Explore how visionary leaders can leave a lasting legacy.



**Peterhof Palace (St. Petersburg)**

Visit Peterhof Palace, a symbol of leadership and opulence. Its grandeur reflects the leadership principles of Peter the Great and the art of effective governance.



**Kazan Kremlin (Kazan)**

Explore the historical Kazan Kremlin, a UNESCO World Heritage Site, and delve into the leadership principles that have shaped Tatarstan. Witness the harmonious coexistence of cultures.

# Schedule



## Day 1 (Delhi, India)

Morning: Welcome & Orientation

Afternoon: Leadership Essentials

Evening: Networking Reception

## Day 2 (Moscow, Russia)

Morning: Russian Business Environment

Afternoon: Strategic Management

Evening: Moscow by Night Tour

## Day 3 (Moscow, Russia)

Morning: Leadership Lessons from History

Afternoon: Business Case Studies

Evening: Free Time to Explore Moscow

## Why Moscow?



**Stands as a global economic hub** where leadership and managerial skills are of paramount importance. It offers a blend of historical leadership insights and a vision of future leadership in business.

## Day 4 (St. Petersburg, Russia)

Morning: Leadership in Art & Culture

Afternoon: Marketing Strategies

Evening: Night cruise

## Day 5 (St. Petersburg, Russia)

Morning: Effective Team Management

Afternoon: State Hermitage Museum Visit

Evening: Free time

## Day 6 (Kazan, Russia)

Morning: Leadership in a Multicultural Context

Afternoon: Entrepreneurship and Innovation

Evening: Kazan Cultural Experience

## Day 7 (Kazan, Russia)

Morning: Community Leadership

Afternoon: Final Projects & Presentations

Evening: Farewell Gala Dinner

## Why St. Petersburg?



**Blend of cultural richness and historical significance** offering a unique perspective on leadership. It's a city where leadership transcends politics and extends into the realms of culture and art.

## Why Kazan?



**Often regarded as a bridge between East and West** Offers unique leadership insights in a diverse and inclusive environment. Its historical significance and contemporary leadership models make it an exceptional related destination.

## 1. Develop Leadership Excellence

Enhance managerial skills, fostering effective decision-making, communication, and team management abilities to drive success in diverse environments.

## 2. Master Business Administration

Equip participants with comprehensive knowledge of business administration principles, ensuring they can navigate complex business challenges.

## 3. Cultivate a Global Perspective

Foster a global outlook by exposing participants to diverse international business environments, enabling them to adapt and excel in the global marketplace.



## 2. FEES AND VENUE

Place Moscow, St Petersburg & Kazan

## 3. PAYMENT DETAILS

Upon receiving confirmation of your nomination, we kindly request that you proceed with making the payment in advance. Along with this, please ensure that you enclose the completed Registration Application Form . Your prompt attention to these matters will help facilitate a smooth registration process

|                                 |   |
|---------------------------------|---|
| <b>Beneficiary Name:</b>        | National Institute for Training & Social Research |
| <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   |

## 4. 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) / [www.nistd.in](http://www.nistd.in)  
Ph. +91-120-2682107 / 2682110 / 2682111 Fax No: +91-120-2682109  
WhatsApp: +91-9811094923

## 5. GENERAL INSTRUCTIONS

- Please ensure that candidate names and passport photocopies are submitted at least 45 days in advance. This allows the National Institute Of Secretariat Training & Development

(NISTD) to make necessary arrangements for travel, accommodations, faculty booking, visa processing, and program planning.

- For accompanying spouse and/or children (aged 5 to 12 and above), the estimated charges for the entire duration will be INR 3,69,000 plus 18% GST.
- Payment should be made in advance to NISTD.
- Nominations will be accepted based on seat availability and receipt of the participation fee by the specified deadline.
- Please be aware that NISTD will not provide accommodations before or after the designated program dates. Participants needing extended stays must arrange accommodations independently.
- The participation fee is non-refundable. However, substitutions can be made or fees adjusted for future nominations.
- Due to limited seats, it is advisable to submit nominations using the attached format as soon as possible to ensure availability. Nominations will be accepted based on seat availability and timely payment.
- Participants must carry their ID cards and relevant letters/orders from their department for program attendance.
- Participants are responsible for their health and safety during the study tour. NISTD is not liable for participants' medical expenses incurred during the program.
- Participants will be required to settle additional bills directly with the hotel, such as those for family members, laundry, telephone, minibar, room service, and overstay, before checking out.
- Successful participants will receive a Certificate of Participation upon program completion.
- An optional Business Class airfare add-on is available upon request for an extra charge of INR 3,96,000.00
- The participants shall be awarded Certificate of Participation on successful completion of the programme.

The Institute strongly encourages potential participants and their respective management teams to proactively communicate in advance. You can specify any specific issues or areas of concern that you would like to see covered in the course materials or addressed during the study tour. These suggestions should naturally align with the scope and focus of the program's subject matter. Your input will greatly contribute to tailoring the content to your needs and ensuring a more effective and relevant learning experience

## Payment

Upon receiving confirmation of your nomination, we kindly request that you proceed with making the payment in advance. Along with this, please ensure that you enclose the completed Registration Application Form . Your prompt attention to these matters will help facilitate a smooth registration process.

## Inclusions

1. Program Management Charges: This encompasses all aspects of program administration, including faculty compensation and study tour infrastructure expenses.
2. Travel Arrangements: It covers the cost of economy class airfare, luxurious AC coach transfers, and visits to various destinations. The package also includes return airport transfers, ensuring seamless travel experiences.
3. Visa and Clearances: The fee incorporates the expenses associated with visa procurement and related clearances.
4. Accommodation: Participants will be accommodated in a comfortable 4-star hotel. The package covers the stay cost.
5. Meals: Daily breakfast, lunch, and dinner are provided throughout the study tour.
6. Insurance: Travel, medical, delay, and baggage loss insurance coverage is extended to each participant.
7. Site Visits: Participants will have the opportunity to engage in insightful site visits.

Rest assured, the study tour professional fee covers these extensive services to ensure a comprehensive and enriching experience for each participant.

## Study tour participant

The program is designed for a diverse group of professionals including officials from Central/State/Union Territory governments, Public Sector Undertakings (PSUs), autonomous bodies, boards, corporations, and various departments. It also caters to individuals holding positions such as Director General, Chairman, Managing Director, Director, General Manager, Managers, Chief Engineer/Engineers, Chief Executive Officers, Executives, Finance Officers, Decision Makers, Urban Planners, Architects, Landscape Architects, representatives from cultural organisations, and elected officials.

Participants will have the opportunity to engage in a comprehensive itinerary that includes a range of activities. This encompasses visits to various projects, interactions with city officials, on-site inspections of ongoing projects, and meetings with community leaders. The program focuses on cities undergoing significant transformation and the revitalization of underdeveloped neighbourhoods.

The site visits are thoughtfully planned to provide firsthand exposure to facilities offering essential services to urban areas. This hands-on experience aims to offer participants valuable insights into the operational aspects and challenges of these facilities, contributing to a deeper understanding of urban development dynamics.

**Change of Schedule**

- The mentioned program is scheduled to proceed as planned and will not be subject to alterations, postponements, or cancellations, unless unforeseen circumstances arise that are beyond our control.
- For any inquiries related to the Study Tour, please feel free to reach out to our Central Line at +91-9811094923.
- We kindly request your cooperation in promptly submitting nominations, as the program has limited availability. Registrations will be accepted on a first-come, first-served basis.
- Your assistance in this matter is greatly appreciated, and we eagerly await your confirmation and any further responses at your earliest convenience.





## National Institute Of Secretariat Training & Development

### REGISTRATION APPLICATION FORM

#### KNOWLEDGE CO-CREATION 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: \_\_\_\_\_