



## **National Council for Secretariat Training & Development**

### **Training Program on**

**“Advanced Programme on Leadership & Managerial Skills Management & Business Administration for Government Departments.”**

### **Advanced Management Skills Training**

Great managers aren't born — they're developed through advanced management skills Training.



## **1. ABOUT NCSTD**

National Council for Secretariat Training & Development (NCSTD), is an autonomous Organization (registered with the Department of Labour, Govt. of National Capital Territory of Delhi, registered with Ministry of Micro, Small and Medium Enterprises & representative of the various segments of Indian Industry. The primary objective of NCSTD is to provide training to officers belonging to the Central/State Government Service, as well as officers from other organized/subsidiary services that operate within the State and Central Government. This training aims to enhance the skills, knowledge, and capabilities of these officers, enabling them to perform their duties more effectively and efficiently. In essence, NCSTD plays a crucial role in the professional development of government officers, contributing to the overall improvement of administrative services within the central and state government.

## **2. PROGRAMME THEME**

The Advanced Programme on Leadership & Managerial Skills Management & Business Administration is designed to equip government officers with advanced leadership competencies, strategic management capabilities, and modern administrative practices required to meet the evolving demands of public governance. The programme emphasizes transformational leadership, evidence-based decision-making, organizational excellence, digital governance, and innovation in public service delivery. It focuses on strengthening managerial effectiveness, team leadership, stakeholder engagement, change management, and ethical governance while promoting accountability, transparency, and citizen-centric administration. Participants will gain practical insights into strategic planning, performance management, AI-enabled governance, project management, and resource optimization to improve organizational efficiency and service outcomes. Through interactive discussions, case studies, simulations, and best practice sharing, the programme will prepare officers to lead high-performing teams, manage complex administrative challenges, and drive sustainable reforms aligned with the national priorities of good governance, Digital India, Mission Karmayogi, and Viksit Bharat 2047.

## **3. LEARNING OBJECTIVES**

- Develop strategic leadership competencies to lead government organizations with vision, integrity, and accountability.
- Apply advanced managerial techniques for effective planning, decision-making, problem-solving, and resource management.
- Strengthen organizational performance through innovation, change management, and process improvement initiatives.
- Enhance communication, negotiation, stakeholder engagement, and conflict resolution skills for improved public administration.
- Utilize digital governance tools, data analytics, and Artificial Intelligence (AI) to support evidence-based decision-making and service delivery.
- Build and lead high-performing teams by promoting collaboration, employee engagement, coaching, and performance management.
- Improve project, financial, and operational management practices to achieve organizational goals efficiently and effectively.
- Promote ethical leadership, transparency, good governance, and citizen-centric service delivery in line with government priorities.
- Develop practical action plans to implement leadership and managerial best practices within their respective departments and organizations.

#### 4. **BROAD PROGRAMME COVERAGE**

- Strategic Leadership and Executive Decision-Making in Public Administration
- Transformational Leadership, Emotional Intelligence, and Executive Presence
- Good Governance, Ethics, Transparency, and Accountability
- Strategic Planning, Policy Implementation, and Results-Based Management
- Organizational Excellence, Change Management, and Administrative Reforms
- Team Leadership, Employee Motivation, Coaching, and Performance Management
- Effective Communication, Negotiation, Conflict Resolution, and Stakeholder Engagement
- Digital Governance, Artificial Intelligence (AI), Data Analytics, and E-Governance
- Business Administration, Resource Optimization, Financial and Project Management
- Innovation, Design Thinking, Process Re-engineering, and Citizen-Centric Service Delivery
- Risk Management, Crisis Leadership, and Organizational Resilience
- Best Practices, Government Case Studies, Leadership Simulations, and Action Planning for Workplace Implementation

#### 5. **METHODOLOGY**

The programme will adopt a highly interactive, participative, and practice-oriented learning approach that integrates conceptual knowledge with real-world administrative applications. The methodology will include expert-led lectures, facilitated discussions, government case studies, group exercises, role plays, leadership simulations, problem-solving workshops, and experience-sharing sessions to encourage active learning and peer collaboration. Participants will engage in practical exercises on strategic decision-making, organizational leadership, digital governance, stakeholder management, and change management using contemporary tools and best practices. AI-enabled demonstrations, scenario-based learning, and action planning sessions will enable participants to translate learning into practical solutions for their respective departments. The programme will also provide opportunities for reflection, knowledge exchange, and the development of individual action plans to support continuous improvement and organizational excellence.

#### 6. **PARTICIPANTS' PROFILE**

The programme is designed for officials working across different functional areas of management including administration, finance, purchase, personnel & training/HRD, contracts, procurement, etc. from organisation. The details of the program and their coverage are provided with brochure enclosed herewith.

#### 7. **FACULTY**

The faculty for the training programme will comprise of senior NCSTD experts & other renowned and experienced trainers from the respective field.

#### 8. **PROGRAMME FEE & VENUE**

|                                     |                                                                                                                                                                                                                         |                                                                                  |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <b>Programme Fee</b>                | Programme fee for <ul style="list-style-type: none"><li>• residential Single Sharing participant 56,600/- + 18% GST</li><li>• residential Twine Sharing participant 48,600/- + 18% GST</li></ul> <b>Per Participant</b> | Programme fee for non-residential participant 36,600/- + 18% GST per Participant |
| <b>For Residential Participants</b> | Check-in at Hotel- Tuesday afternoon<br>Check-out from Hotel – Friday Forenoon                                                                                                                                          |                                                                                  |

#### 9. **Residential Participation Framework**

For participants opting for full boarding and lodging arrangements:

- Hotel Tier: All residential accommodations are organized at premium, pre-vetted 4-star hotel properties to ensure corporate comfort.
- Duration of Stay: Standard accommodation is strictly capped at 3 Nights. / 4 Days
- Pre-Programme Check-in: Participants are required to check in to the hotel one (1) day prior to the official commencement of the program.
- Post-Programme Check-out: Participants must check out one (1) day after the formal

conclusion of the program.

- Package Boarding Inclusions: The residential package comprehensively covers room stay charges and three main meals daily (Daily Breakfast, Lunch, and Dinner).
- Incidental Charges: Any personal expenses incurred during the stay (e.g., room service, mini-bar, laundry, telephone calls, or extended stay extensions) are not included and must be settled directly by the participant with the hotel front desk at checkout.

#### **10. Non-Residential Participation Framework**

For local participants or those arranging their own lodging:

- Fee Structure: ₹36,600 + 18% GST per individual participant.
- Inclusions: This fee covers tuition, program kits, study materials, as well as institutional hospitality (working lunch, tea/coffee, and mid-session refreshments) at the venue during program hours.

#### **11. PAYMENT DETAILS**

- All payments must be processed securely via electronic bank transfer (RTGS or NEFT),
- Total participation fees must be cleared and credited to our account in advance or strictly prior to the commencement of the training.
- Hotel rooms under the residential quota are blocked provisionally. Room inventory will be firmly locked and confirmed only upon receipt and verification of the advance payment.

#### **12. HOW TO APPLY**

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

Plot No.- 102, 52A,V, First Floor, Vijay Block, Laxmi Nagar, Delhi-110092 India.  
Ph. +91-11-44767807, +91- 9667495189, WhatsApp No. +91-9667493654  
E-Mail: -info@ncstd.in, infoncstd@gmail.com, Website:-www.ncstd.in

- Last date for receiving of nominations is one (1) week prior to the scheduled start date of the chosen programme.



## REGISTRATION APPLICATION FORM Executive Development Program

Topic :- Advanced Programme on Leadership & Managerial Skills Management &  
Business Administration for Government Departments

|        |  |
|--------|--|
| Date:  |  |
| Topic: |  |
| Venue: |  |

### Participant Details

|                               |  |
|-------------------------------|--|
| Name:                         |  |
| Designation:                  |  |
| Organization /<br>Department: |  |
| Office Address:               |  |

|       |  |      |  |        |  |
|-------|--|------|--|--------|--|
| City: |  | Pin: |  | State: |  |
|-------|--|------|--|--------|--|

|             |  |             |  |
|-------------|--|-------------|--|
| Tel. (Off): |  | Tel. (Res): |  |
| Fax:        |  | Mobile No.: |  |
| E-mail:     |  |             |  |

### Nomination Status

☐ Residential

☐ Non-Residential

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

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

Place: \_\_\_\_\_

*(Photocopies of this form may be used for additional delegates.)*

### GST Status

☐ Organization is GST Exempted

☐ Organization is Not GST Exempted

**For Organisations Not Availing GST Exemption and Having GST Registration**

|                                                    |  |
|----------------------------------------------------|--|
| GST No. (Mandatory):                               |  |
| Organisation PAN No. (Optional):                   |  |
| Organisation TAN No. (Mandatory on TDS deduction): |  |

*Kindly provide the GST number of the organisation in whose name the GST invoice is to be issued.*

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

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

### Self Declaration on GST Exemption (Optional)

As per GST Notification No. 9/2017 – Integrated Tax (Rate) dated 28.06.2017, Serial No. 75 under Heading 9992 (Page No. 19 of the notification), GST exemption is available for services provided to the Central Government, State Government, or Union Territory Administration under training programmes where the entire expenditure is borne by the respective Government authority.

- I/We hereby declare that our organization fulfills all applicable conditions mentioned in the above notification and is eligible to claim GST exemption for the training programme referred to above.
- I/We understand and agree that if at any stage it is found that the exemption conditions were not met, GST along with applicable interest and penalties, if any, may be recovered by NCSTD on behalf of the GST authorities.
- I/We further confirm that it is the sole responsibility of the participant organization to assess and verify its eligibility for availing GST exemption. NCSTD shall not be responsible for validating such eligibility.
- I/We certify that the information provided above is true, correct, and complete to the best of our knowledge and belief.

### Declaration

**\*I certify that the above information is correct.**

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

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

## 1. GENERAL INSTRUCTIONS

- ❖ Due to limited number of seats, it is recommended to send the nominations as per attached format at the earliest, for ensuring the availability. Acceptance of the nominations is subject to the seat availability and receipt of programme fee latest by the last date for nominations.
- ❖ The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The fee once deposited is non-refundable, however, substitutions are allowed.
- ❖ Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
- ❖ NCSTD shall not bear any charges towards participants' to & fro travel from their residence / place of stay and the training program venue. All participants shall make their own arrangement to reach the venue on time as per the programme schedule.
- ❖ Participants are requested to assure their health and safety during the training period and NCSTD will not be liable for medical expenses incurred by the participants during the program.
- ❖ Settlement of additional bills: The hotel will be instructed to open separate folio for each participant. Participants may directly settle their additional dues regarding family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- ❖ The participants shall be awarded Certificate of Participation on successful completion of programme.
- ❖ Any other terms and conditions apply as may be notified by NCSTD at any point of time.
- ❖ As per GOI notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government, State Government, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.