



**SYSTEMATIC INSTITUTE OF
ECONOMIC RESEARCH & DEVELOPMENT**

RZ-17B/223, J-Block, Back Gali,
West Sagarpur, New Delhi – 110046
Telefax No. 011- 49066483
Website: www.sierd.in

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To
The HOD/ Heads of Personnel/Admin/Vigilance/HRD
All the Govt. Deptts, Autonomous Bodies & PSUs
Chairmen/CMDs/CEOs of Ports, Boards, Public Sector Banks,
Insurance Corporation and other Financial Institutions

**Workshop On
"Enhancing Productivity in Office through Leadership
Development, Motivation & Teamwork"
Date: 25th & 27th November 2025, Kochi**

Sir/Madam,

Greetings from **Systematic Institute of Economic Research & Development (SIERD)** New Delhi.

Our Institute has been organizing premier training program on application, interpretation and evaluation of statutory rules on Service, Finance matters and Human Resources handled by a team of competent and dedicated trainers. Based on the requirements received from our client organizations, we are organizing the below mentioned Workshop / training program.

INTRODUCTION:-

Enhancing Productivity is a primary objective in every organization and the responsibility of attaining that objectivity lies with its employees. Leadership, Motivation and Teamwork plays pivotal roles in empowering the employees in enhancing the productivity of the organization, starting with personal & professional development. To become effective in life and to be successful in accomplishing individual and organizational goals, these innate human traits needs to be nurtured and oriented systematically. In the world of management, the quality of leadership provided is considered to be a prime factor for the success of an enterprise.

WHO SHOULD ATTEND :-

Above programme is designe for:- Section head / Admin officers/ Assistants / Scientific & Technical Officers & staff / Store Officers & Store Keepers / Admn. Officers , Vehicle Operators / Industrial Employees / Fire Department and Members of Safety Committee, Executives / Officers / Managers Engaged In Any Department.

FACULTY: -

The Sessions will be conducted by highly experienced faculty on interactive basis. Individual questions/doubts and their clarifications would be encouraged.

WORKSHOP DURATION:- The Programme will commence at **10:00AM on 25.11.2025** and will conclude at afternoon **on 27.11.2025**.

COURSE OUTLINE:-

- Organizational Productivity - an overview
- Role of Leadership in enhancing productivity
- The Dynamics of Leadership
- Leadership Models & Styles
- Employee Motivation and Productivity
- Communication Skills
- Teamwork & Productivity
- Effectiveness of Teamwork
- Competence development
- Measuring Productivity and Performance
- Creative Problem Solving

FEE:-

Residential on Single Occupancy: Rs. 38000 + 18% GST total Rs. 44840/- Per Participant

Residential on twin sharing basis Rs. 28000 + 18% GST = Total Rs. 33040/- Per Participant

Non-Residential: Rs. 18000 + 18% GST = Total Rs. 21240/- Per Participant

Twin Sharing is available only for organizations nominating two officials (same gender). The participation fee for residential participant covers the cost of lodging, boarding, meals & study material of the participants. Spouse Or one Family member are welcome on complimentary basis. Nomination on single occupancy is mandatory in case any participant wants to bring his/her spouse/ family member. Participation fees for non- residential participant include cost of lunch and study material.

RESIDENTIAL CANDIDATE:- Check in 24th Nov. 2025 (afternoon) & Checkout 27th Nov. 2025 (11:00AM)

Non- Residential participants will have to be report at 09:45 A.M. on 25.11.2025.

PLACE OF STAY & WORKSHOP:- Hotel Presidency, Ernakulam Town, Kochi.

LAST DATE: - Last Date of Accepting nominations is **14.11.2025**. Nomination can also be forwarded after the last date on Enquiry/Confirmation.

NOMINATION: -

The Organization may please send the nominations stating the participants Name, Designation, their Mobile No. and Contact No. & e-mail ID. Kindly also provide GSTIN of your organization at time of Nomination. For making payment through DD/Cheque/NEFT/Pay Order/PFMS/IMPS/RTGS drawn in favor of “**Systematic Institute of Economic Research & Development**” payable at New Delhi. NEFT payment may be made direct to Current **A/c No. 62310200000135 (IFSC Code BARB0VJMAYA, MICR NO. 110012391) Bank of Baroda, Mayapuri Branch, New Delhi** under intimation by email. PAN No. BXPPK7937K **GSTIN-07BXPPK7937K12N**

Since limited seats are available for the present workshop, nominations will be accepted on first-cum-first-serve basis. Nomination once confirmed cannot be cancelled; however substitution of participant is permissible. In case nominated participant is not able to attend the workshop due to any reason and no substitution is made, fees shall be payable.

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from this opportunity.

We shall be glad to accommodate the nominations from your organization.

Neeraj Kumar

Program Coordinator

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New Delhi - 110046, Mob. No.9958014267

Telefax No. 011- 49066483

E-mail: sierd@rediffmail.com / info@sierd.org