

सरदार वल्लभभाई पटेल राष्ट्रीय पुलिस अकादमी

SARDAR VALLABHBHAI PATEL NATIONAL POLICE ACADEMY

(भारत सरकार : गृह मंत्रालय)

(Government of India : Ministry of Home Affairs)

Hyderabad - 500 052



No.12011/49/2018-Trg(NS)

Date: 19 December, 2018

To

1. The DG, BPR&D & D, CGO Complex, Lodhi Road, New Delhi-110003
2. The Chairman, Central Board of Direct Taxes, Department of Revenue, Ministry of Finance, North Block, New Delhi
3. The Chairman, Central Board of Excise & Customs, Department of Revenue, Ministry of Finance, North Block, New Delhi
4. The Principal Chief Conservator of Forests of all States/UTs.
5. The Director General, IB/CBI/BSF/CRPF/CISF/ITBP/Assam Rifles/SSB
6. The Chairman, Railway Board, New Delhi
7. The Deputy Director General (Trg & Corporate Planning), Deptt. Of Post, Ministry of Communication & IT, GOI, Dak Bhawan, New Delhi-110011
8. The Director, Enforcement Directorate, 6th Floor, Loknayak Bhawan, Khan Market, New Delhi-03
9. The Director, Financial Intelligence Unit-India (FIU-IND), 6th Floor, Hotel Samrat, Kautilya Marg, Chanakyapuri, New Delhi-21
10. The Director General, DRI, 7th Floor, D Block, IP Bhawan, IP Estate, New Delhi

Sub: A three days Course on "**Negotiation Skills**" at S.V.P.National Police Academy, Hyderabad from February 20-22, 2019 - Inviting nominations – reg.

Madam/Sir,

The Academy is organizing a three days Course on '**Negotiation Skills**' from February 20-22, 2019 for the IPS officers of the rank of Superintendent of Police to Inspector General of Police (5 to 22 years of service) and equivalent rank officers from other services of IFS, IC & CES, IRS (IT), IRTS Officers from CAPFs, Railways, Postal Services etc (Direct recruited officers with 5-22 years of service).

2. The objective of this training is to make participant understand and apply the Negotiation Skills in various conflict situations they may face while performing their duties. It will also provide an opportunity to the participants to know their existing style while they are in conflict and to help them improve upon the areas where they are lacking.

Main objectives will be:

- Understanding the individual role in negotiation process.
- Developing effective and successful negotiation strategies.
- Create a sense of mutuality while negotiating with others.
- Emphasize the importance of Human Psychology through communication and influencing in Negotiation.

Contd-2/-

- Negotiate effectively with various stakeholders on the job through understanding of factors like trust, fairness, power, consistency and knowledge ability.

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3. It is requested that three eligible officers (main- 03 & reserve-01) from each Department /Organization may please be nominated for said Course as per the format given below:-

S.No.	Name and Designation along with batch	Address	Telephone No/Mobile No/Fax No.	Email-id
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4. The nominations for the course may please be sent to the Academy latest by January 25th, 2019, through Fax (040-24015179) / E-mail (seniorcourse@svnpa.gov.in) for acceptance and forwarding joining instructions to the nominated officers directly.

5. The Course is fully residential and the participants of the course will be accommodated in the campus. The expenditure to be incurred on boarding and lodging of the participants shall be met by the Academy. However, the expenditure on account of travel of officers for attending the Course may be borne by the respective State / Central Government Departments. It is informed that as per SOP of the Academy, those Officers against whom any criminal case, DE/PE etc. is in currency or contemplated are not eligible to undergo any training programme/course/seminar/workshop at the Academy. Hence, nominations of eligible Officers may only be sent accordingly.

6. The dress order for the participants is Civvies i.e. shirt (full sleeves), Trouser & tie for gentlemen and salwar kameez / saree / business suit for ladies.

7. The nominees may be advised to proceed for the Course only after receiving confirmation of acceptance of their nominations from the Academy. The Officers nominated for the course are required to report at the Academy by the evening of 19th February, 2019 i.e. one day before the commencement of the Course. Transport from Hyderabad Airport / Railway station to Academy and back will be provided by the Academy as per travel plan provided by the participants.

Yours sincerely,



(Dr. Nikhil J Gupta)
Deputy Director (SC) &
Course Director

Copy forwarded for favour of information to:

11. The Secretary, Government of India, Ministry of Home Affairs, North Block, New Delhi - 110 001.

Sd/-

Deputy Director (SC) &
Course Director