



## NATIONAL PRODUCTIVITY COUNCIL

[www.npcindia.gov.in](http://www.npcindia.gov.in)

# *Stress and Time Management*

Nov 12–16, 2018, Jaipur

### INTRODUCTION

Employees should provide a stress-free work environment, recognize where stress is becoming a problem for staff and take action to reduce stress. Stress at work place reduces productivity, increases management pressure and make people ill in many ways, evidence of which is still increasing. Stress at work place is a common feature and majority people experience it. Workplace stress affects the performance of the brain, including functions of work performance; memory, concentration and learning. Employees also face tremendous pressure as they struggle to respond to the needs of internal and external customers, while struggling to fulfil the requirements of increasing regulatory burdens.

The program is designed for those who need to learn the proven stress management techniques and principles of time management. They will gain how to cope up with priorities, eliminated is tractions, streamline processes and reduce paperwork. Participants will able to immediately apply skills when they are back on the job.

### PROGRAM COVERAGE

- ⊙ Different types of Stressors
- ⊙ Gain a balance between professional goals and personal
- ⊙ Set goals and prioritize them
- ⊙ Develop & Design De-Stressing Plan For Individual
- ⊙ Use time management tools more effectively

### PARTICIPANT'S PROFILE

The program is designed for personnel at Junior & Middle levels from Central & State Governments, Public Sector Units, Banks & Financial Institutions and Academic Institutions.

### CHECK-IN/CHECK-OUT INFORMATION

**Fee on Residential basis:** Rs 48,000/- plus applicable GST per participant

**Fee on Non Residential basis:** Rs 37,000/- plus applicable GST per participant

**Check-in at Hotel/Resort:** 12 Noon onwards on 12 November, 2018

**Check-out at Hotel/Resort:** Before 12 Noon on 16 November, 2018

### FACULTY AND TRAINING METHODOLOGY

The methodology would lay emphasis on experiential learning through presentations, discussions and case studies besides conceptual tutorials. The faculty would include specialists from NPC, leading practitioners, experienced professionals and invited speakers from Organizations / Institutions of eminence.

## LAST DATE TO RECEIVE NOMINATIONS Nov 05, 2018

The Nominating Authority should ensure that the nominations are sent with the details of Nominating Authority and Participant like Name, Designation, Organization, Address, Email, Mobile, etc. in the letter without fail to facilitate proper communication. For any correspondence related to this program please quote the **Program Order No.: HQ/HRM/T11/2018-19**.

## GENERAL INSTRUCTIONS

- ⊙ Please book tickets after receiving confirmation from our end.
- ⊙ The residential Participation fee covers the Professional fees towards training, board and lodge (B&L) of the Participant(s) and site visits. The non-residential fee covers the training charges & working lunch only.
- ⊙ The Spouse/Family members are welcome on nominal charges per person per day covering the cost of B&L and site visits, payable directly to Hotel before check-out.
- ⊙ The fee once deposited is non-refundable, however substitutions are allowed.
- ⊙ Acceptance of the nominations is/are subject to the seat availability and receipt of participation fee latest by last date of Nominations.
- ⊙ Please note that NPC would not provide accommodation before or after the above dates and participants requiring it would arrange the same on their own.

## PAYMENT DETAILS

- ⊙ Fee is to be paid by RTGS/NEFT/ECS in the name of '**NATIONAL PRODUCTIVITY COUNCIL**', payable at New Delhi.
- ⊙ **ECS/NEFT/RTG Payment Details:** Indian Overseas Bank, 70, Golf Link, New Delhi Branch; SB A/C no. 0265 0100 0009 207; MICR – 110 020 007; IFSC No.: IOBA0000265
- ⊙ At Present GST is 18% and may be revised as per Govt. of India directives.
- ⊙ **PAN NO:** AAATN0402F, **GSTIN:** 07AAATN0402F1Z8

## CONTACT DETAILS

For further information, please contact:

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