

**राष्ट्रीय उत्पादकता परिषद्**

(अंतर्गत वणिज्य एवं उद्योग मंत्रालय, भारत सरकार)

एस.सी.ओ. 40, सैक्टर 7 सी,  
मध्य मार्ग, चण्डीगढ़ - 160 019



**NATIONAL PRODUCTIVITY COUNCIL**

(Under Ministry of Commerce & Industry, Govt. of India)

SCO 40, Sector 7-C,  
Madhya Marg, Chandigarh - 160 019

Ref No: 5173

Date: 29.10.2018

**Sub: Residential Training Programme on "Time & Stress Management, Conflict Management and Emotional Intelligence" at Goa during 17 - 21 December, 2018**

Dear Sir/Madam,

We are glad to inform you that National Productivity Council, Chandigarh is pleased to announce the above-mentioned residential training programme during 17 -21 Dec, 2018 at Goa. This training programme will help the participants to understand, manage & succeed during stressful situations & strike your best work life balance. The utilization of work-life balance practices helps to reduce work-life conflict and increase positive employees appraisal of the organization.

In today's competitive world, available time must be optimally utilized to achieve one's personal and professional goals. Time management is the act or process of planning and exercising conscious control over the amount of time spent on specific activities, especially to increase effectiveness, efficiency or productivity. Those organizations where employees understand the essence of time management and adhere to time lines, achieve success and growth. Successful time management will help to become more effective in completing tasks.

Stress in the workplace reduces productivity, increases management pressures, and makes people suffer in many ways, evidence of which is still increasing. Workplace stress affects the performance of the brain, including functions of work performance; memory, concentration, and learning. Stress in the workplace is a commonality throughout the organizations. Managing that stress becomes vital in order to keep up job performance as well as relationship with co-workers and employers. In order to manage stress in the workplace, training of employees regarding stress management techniques are important.

This training programme has been designed to equip the participants with tools and techniques and impart them necessary knowledge and skills to effectively manage time and stress.

A brochure containing detailed information about the programme (course coverage and programme fee) is enclosed. You are requested to nominate personnel from your organization to participate in this programme. The programme is residential and fee is inclusive of board and lodge. The number of seats is limited and nominations will be accepted on first-cum-first-served basis.

Thanking you,

Yours truly,

(S.P. Singh)  
Regional Head



## PROGRAMME FEE :

Rs. 48,000/- (Rupees Forty Eight Thousand only) plus applicable GST (at present 18%) per participant.

The requisite fee must be sent along with nomination. The spouse and children are allowed to stay along with the participant. However, charges towards boarding and lodging of accompanying spouse and children will have to be paid by the participant to the hotel directly in cash. The requisite participation fee must be sent along with nomination. **Confirmation of nomination is subject to receipt of participation fee along with nomination letter.** The number of seats is limited and nominations will be accepted on first-cum-first basis. Last date of nomination is 10-12-2018.

**Note: Central government, state government and UT administration participants are exempted from IGST in training programme fees.**

## PHYSICAL ARRANGMENTS :

The participants will have to make their own travel arrangements to reach the venue of the programme on 17.12.2018(AN) and return on 21.12.2018(FN). Complete stay arrangement including breakfast, lunch & dinner for the participants have been made in the hotel and charges are included in the programme fee.

## NOMINATIONS :

All nominations must accompany Cheque/DD/RTGS in favour of "National Productivity Council". For making payment through RTGS, the bank details are as under:

IOB Bank A/C No: 026501000009207

IFSC/RTGS/NEFT Code: IOBA0000265

MICR Code: 110020007

PAN No: AAATN0402F

**GST No: 04AAATN0402F1ZE**

Bank Name: Indian Overseas bank, 70-Golf Links, New Delhi-110003

## ENQUIRIES AND MAILING ADDRESS :

Regional Head

**NATIONAL PRODUCTIVITY COUNCIL**

SCO-40(1st Floor), Sector-7C, Madhya Marg, Chandigarh

Phone: 0172- 2794108, 2794110; Fax :0172-2794109

E-mail: npc-chd@chd.nic.in; ashishkr.verma@npcindia.gov.in, sp.singh@npcindia.gov.in

Mr. Ashish Kumar Verma (M) 8802866347; Mr S P Singh (M) 7589219766

Website : www.npcindia.gov.in

# RESIDENTIAL TRAINING PROGRAMME

ON

# TIME & STRESS MANAGEMENT, CONFLICT MANAGEMENT AND EMOTIONAL INTELLIGENCE

AT

**GOA**

**(17 - 21 December, 2018)**



National Productivity Council

## NATIONAL PRODUCTIVITY COUNCIL

*(Under Ministry of Commerce & Industry, Govt. of India)*

SCO 40, Sector 7 C, Madhya Marg, Chandigarh

Ph. : 0172-2794108, 2794110, E-mail : npc-chd@chd.nic.in



## **PROGRAMME OBJECTIVES :**

- To explain principles of time and stress management.
- To discuss techniques of managing time and stress effectively.
- To discuss conflict resolution processes.
- To explain concept of emotional intelligence.

## **CONTENTS :**

- Introduction to stress and time management.
- Modern practices in time management.
- Major causes of workplace stress.
- Common symptoms of poor stress and time management.
- Wise principles of good stress and time management.
- Tools and techniques to manage time and stress.
- Concepts, tools & techniques of conflict management.
- Conflict resolution processes.
- Using emotional intelligence to enhance personal and managerial effectiveness.
- Sharing practical experiences and case study.

## **PARTICIPATION :**

All employees across all levels working in Central & State Government Departments, Public Sector Undertakings, Boards, Corporations, Cooperatives, Banks, Public Finance Institutions, Societies, Head of Departments, Manager & Senior Managers from Private Sectors, TEQIP and Academic Institutions,

## **METHODOLOGY :**

A combination of theoretical and practical inputs in the form of group discussions, workshops, exercises, role-plays, case studies and success stories will be used for knowledge sharing.

## **CERTIFICATION :**

A certificate from NPC will be issued to those participants who satisfactorily complete the requirements of the course.

## **VENUE :**

# **GOA**

**DATES: 17-21 December, 2018 (FOUR NIGHTS ONLY)**

Check-in: 17.12.2018 (AN) & Check-out: 21.12.2018 (FN)

Programme will start on 17-12-2018 at 16:00 Hrs