

राष्ट्रीय उत्पादकता परिषद्

(अंतर्गत वणिज्य एवं उद्योग मंत्रालय, भारत सरकार)

एस.सी.ओ. 40, सेक्टर 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.: 5165

Dated 15.03.2018

Sub: Residential Training Programme on "Time & Stress Management, Conflict Resolution and Emotional Intelligence" at Manali (H.P) during May 14th-18th, 2018.

Dear Sir/Madam,

We are glad to inform you that National Productivity Council, Chandigarh is pleased to announce its residential training programme mentioned above during **May 14th-18th, 2018 at Manali (H.P)**. 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 employee appraisals of the organization.

In an era of Liberalization, Privatization and Globalization (LPG) the working environment within and around the organizations is becoming highly competitive. The pace of change is becoming faster, leading to higher degree of uncertainty, stress and strain on the officials at all levels of the organization. Work-life balance has become an important issue for both employees and organizations. The business environment can be demanding with deadlines and tight schedules. Changing demographics, competition, globalization, and technological development influence the development of work-life programs. Success of any organization depends directly on the effectiveness of its people.

Time and Stress has a direct bearing on the performance and the health of the people. People react differently to stress at different times. Sometimes they thrive on it but sometimes they are unable to bear it. It is important that employees learn about the sources and nature of stress and how to manage it to remain effective and healthy. Of all the resources available to the employees, time is a unique and most valuable resource and yet it does not receive the attention it merits. In reality life and work over-lap and interact and facilitate stress. Stress related a problem reduces productivity and morale. It is very important for an office manager/office administrator to get maximum office/employee productivity by effective utilization of time, manpower, equipment & other resources and also creating good work environment so that every employee contributes maximum according to his/her potential.

Keeping above in view the programme has been designed to provide inputs for employees to proactively develop coping strategies to manage time and stress for better performance and health. The aforementioned programme is designed to cater to all the above needs.

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,

(G.Saravanan)
Regional Director

Phones : 0172-2794108, 2794110, Fax : 0172-2794109, Email : npc-chd@chd.nic.in
Head Office : National Productivity Council, Utpadakta Bhavan, Lodhi Road, New Delhi - 110 003
Website : www.npcindia.gov.in

PROGRAMME FEE :

Rs. 49,500/- (Forty Nine Thousand Five Hundred Only) plus applicable GST (At present @ 18%) per participant.

Note: In case of Central Government, State Government and UT administration, they are exempted from IGST for training programme payment.

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 spouse and children are allowed to stay alongwith the participant's .However charges towards boarding and lodging of accompanying spouse and children will have to be paid by the participants to the hotel directly in cash.

PHYSICAL ARRANGMENTS :

The participants will have to make their own travel arrangements to reach the venue of the programme on 14.05.2018 (AN) and return on 18.05.2018 (F.N) Complete stay arrangements including breakfast, lunch & dinner 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

IFCS/RTGS/NEFT Code: IOBA 0000265

MICR Code: 110020007

PAN No. : AAATN0402F

GST No : 04AAATN0402F1ZE

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

The number of seats is limited and nominations will be accepted on first-cum-first-served basis. Last date of nomination is 07.05.2018.

ENQUIRIES AND MAILING ADDRESS :

NATIONAL PRODUCTIVITY COUNCIL

SCO-40, Sector – 7-C, Madhya Marg, Chandigarh

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

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

Mobile: 8802866347

Website : www.npcindia.gov.in

RESIDENTIAL TRAINING PROGRAMME

ON

TIME & STRESS MANAGEMENT, CONFLICT RESOLUTION AND EMOTIONAL INTELLIGENCE

AT

MANALI (H.P)

MAY 14th-18th, 2018



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 develop understanding about time and stress management.
- To develop understanding about conflict management and emotional intelligence.
- Organize your work and personal life to achieve balance and synergy.
- To understand their own personalities and personal stress challenges .
- To create awareness about the changes required to be able to cope up with stressful and burn out situations.
- To develop understanding about managing your time effectively— review job activities, priorities and success factors.
- To provide the participants an opportunity for sharing of practical experiences on the subject.

CONTENTS :

- Introduction to Time Management and Stress Management.
- To discuss in detail how to manage time and stress during burn out situations at workplace.
- Managing Time and Task Management.
- To discuss about Conflict Management and Emotional Intelligence .
- Team Building, Leadership & Inter personal relations.
- Building good interpersonal relations in Offices.
- Relationships and Conflicts Management.
- How to deal with conflicts at workplace.
- Changing work environment and its impact.
- Managerial & Personal Effectiveness.
- Major causes of stress, Stress and its effects on individual.
- Stress Management Strategies.
- Creating a positive work place culture.

PARTICIPATION :

The programme would be useful for all levels of officials from various functions of Government Departments, Ministries, Boards, Private sector, Public sector, Co-operative sectors, Colleges, Corporations, Banks, Financial Institutions, Service & Autonomous organisations and other related officers from Central & State Government Departments etc.

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 : MANALI (H.P)

DATES : MAY 14th-18th, 2018

Check-in: 14.05.2018(A.N)

Check-out: 18.05.2018 (F.N)

(FOUR NIGHTS ONLY)

The Session will start on 14.05.2018 at 16.30 hours.