

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.: 5164

Date: 15.03.2018

Sub: Residential Training Programme on "Work Life Balance & Stress Management Focus on Personal Balance Scorecard" at Manali (H.P.) during June 11-15, 2018

Dear Sir/Madam,

We are glad to inform you that National Productivity Council, Chandigarh is organizing the above-mentioned residential training course during **June 11-15, 2017 at Manali (HP)**. Work life balance is a state of balance in which the demand of both professional and personal life is equal. Each role having different set of demands and when such role demands overlap, multiple problems are faced and it creates a lot of stress. A lot of our stress is self-created, and can be managed by learning how to communicate effectively, change our thoughts, manage our emotions and use our time more effectively. However a substantial amount of stress and work life imbalance is also created through work cultures and environments which fail to recognise the multiple benefits of prioritising staff well-being or the impact of ignoring it.

As the stress is increasing in today's business and social environment leading to changes in the individual behaviour, attendance or performance in the workplace, it has become prerogative for the employers to recognize the problem to facilitate employees to work efficiently and effectively by handling the individual employee stress effectively enabling improvement in employee productivity in order to sustain organizational performance.

This programme has been designed to help the employees recognize the early signs of stress at work/home and develop a program for them to prevent & manage stress using the management principles to have work life balance.

A brochure containing detailed information about the programme 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. 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 along with 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 11.06.2018 (AN) and return on 15.06.2018 (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

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 05.06.2018.

ENQUIRIES AND MAILING ADDRESS :

NATIONAL PRODUCTIVITY COUNCIL

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

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

E-mail: npc-chd@chd.nic.in; ashok.kumar@npcindia.gov.in

Mobile: 09888481938

Website : www.npcindia.gov.in

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RESIDENTIAL TRAINING PROGRAMME ON WORK LIFE BALANCE & STRESS MANAGEMENT FOCUS ON PERSONAL BALANCE SCORECARD

*For Better Productivity, Encourage
Better Work-Life Balance*



AT MANALI (HP)

(JUNE 11-15, 2017)



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 :

- Understand own personalities and personal stress challenges.
- Setting and achieving short and long term goals .
- Master mindfulness and stress management techniques.
- Organize your work and personal life to achieve balance and synergy.
- Manage your time effectively—review job activities, priorities and success factors.
- Developing individual De-Stressing Plan & PBSC.

CONTENTS :

SELF AND STRESS MANAGEMENT

- o Personal diagnosis – how stressed are you?
- o Personality types and individual stressors
- o Roots causes and cures of stress
- o Mind/Body connection – flight and fight response
- o Mindfulness and relaxation techniques

TIME AND TASK MANAGEMENT

- o Creating a clear vision, purpose and mission for your life
- o Setting and achieving goals
- o Gain a balance between professional goals and personal time.
- o Scheduling your work to achieve work life balance

RELATIONSHIP AND CONFLICT MANAGEMENT

- o Emotional intelligence at work
- o Communication Styles
- o Resolving conflicts in the team

CREATING A POSITIVE WORK PLACE CULTURE

- o Creating a healthy and inspiring work environment
- o Ways to boost team morale and motivation
- o Supporting staff which are having stress issues
- o Creating fair workloads and monitoring staff stress levels

LEADERSHIP

- o Self-managing leadership
- o Leadership styles in all situations & Change Management
- o Coaching others to achieve successes and work life balance
- o Dealing with the expectations, demands and stress of leadership roles

PERSONAL BALANCE SCORECARD

- o Concept of Personal Balance Scorecard
- o Work Life balance and four aspects with PBSC
- o Individual goals link to the organizational strategy
- o Develop & Design PBSC for individual & organisational effectiveness.

PARTICIPATION :

Senior /Middle level executives /Officers from various functions of Government Departments, Public Sector Undertakings, Banks, Private Sector, Co-operative sectors, Corporations, Boards, Financial Institutions and Autonomous organizations etc. The Programme is also useful for Junior Level executive officers, sections officers who are discharging or likely to discharge managerial role in future.

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 & DATES:

MANALI (HP)

June 11-15, 2018

Check-in: 11.06.2018 (AN) and

Check-out: 15.06.2018 (FN) (Four Nights only)

Programme starts on 11.06.2018 at 15:00 Hrs