



**National Productivity Council**

**Residential Training Programme**

**on**

**STRESS MANAGEMENT AND STRATEGIC  
FINANCIAL PLANNING FOR  
ORGANIZATIONAL EXCELLENCE**

**PROGRAMME CODE: TP/23-24/88**

**Gangtok, Sikkim  
(Dec 18-22, 2023)**



## **1. ABOUT NPC**

National Productivity Council (NPC) is an autonomous organization under the Department of Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India. The present expertise available in NPC has a resource base of professionals from fields such as Economics, Industrial Engineering, Human Resource Management, Energy, Environment, IT, Project Monitoring and Evaluation, Research Studies and Baseline Surveys. In addition, services of external professionals and subject matter specialists are also sought on need basis, depending upon the nature and scope of work. NPC extends services from its headquarter at New Delhi and 12 regional offices across the country manned by more than 100 full time professionals. NPC has professionals from diverse fields to provide Consultancy, Capacity Building and Project Monitoring Unit (PMU) services to various organisations including Central Government Ministries and State Governments.

## **2. PROGRAMME THEME**

Stress is universal. Many people find that they have to contend with the pressures generated by a fast moving and highly competitive work environment. Some stress is essentially good because it stimulates you to face challenges. However, excessive ongoing stress causes a constant stimulation of the body's stress reaction system. Stress Management Training will provide a toolkit of tips and strategies to reduce stress both at home and workplace.

Strategic Financial Planning and Implementation ensures accountability aligning with actionable and achievable goals and objectives. This involves setting and committing to new standards of performance with built-in contingencies for all situations. Periodic reviews and links to operational plans help to make the strategy a reality. Strategic Financial Planning is often perceived as being relevant only to those who are employed in the higher ranks of an organisation's Finance Department. This is not, or certainly should not be, the case.

NPC training programme has been designed to inculcate the importance of Managing Stress & Strategic Financial Planning to help participants to understand the range of techniques, strategies, designed to help people control their stress and how Financial Policies and objectives are established so as to enable them to contribute effectively within the organization by improving managerial effectiveness and performance.

## **3. LEARNING OBJECTIVES**

- To comprehend the basic rules of Stress Management
- To understand the positive aspects of stress and ways to master a 'thought process' for avoiding stressful situations.
- To understand the pitfalls of Strategic Financial Planning.
- To enable the participants to use qualitative and quantitative tools and measures to distinguish the key risks.
- To enable the participants, learn & develop unique strategies, implement correctly and set financial targets.

## **4. BROAD PROGRAMME COVERAGE**

- Discover the value of relationships in Stress Management
- Review the main work areas that can lead to stress and identified ways to address work-related stress throughout the organisation!
- Concepts, Objective and Approaches of Strategic Financial Planning.
- Insight into Financial Planning, Risk Management and Investments.
- Financial Decision Making & Valuation Techniques

## 5. METHODOLOGY

Methodology of the training program would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/discussions.

## 6. PARTICIPANTS' PROFILE

Officers and Officials from various functions of Government Departments, Academic Institutions, Public Sector, Co-operatives, Corporations, Labour Unions/Associations, Boards, Financial Institutions & Autonomous Organizations etc. The programme is also useful for Executives/Officers/Section Officers who are likely to assume the managerial role in future.

## 7. FACULTY

The faculty for the training programme will comprise of Senior NPC Experts & other Renowned and Experienced Trainers from the respective field.

## 8. PROGRAMME FEE & VENUE

<b>Programme Code</b>	TP/23-24/88
<b>Programme Fee</b>	<b>Rs. 56,000</b> (Rupees Fifty-Six Thousand only) plus GST @ 18% per participant for <b>Residential Participants</b> . <b>Rs. 42,000</b> (Rupees Forty-Two Thousand only) plus GST @ 18% per participant for <b>Non-Residential Participants</b> .
<b>Program Schedule</b>	<b>Gangtok, Sikkim (Dec 18-22, 2023)</b> <b>Programme starts on</b> 18-12-2023 at 1530 hrs. <b>Programme closes on</b> 21-12-2023 at 1800 hrs. Check in for Residential Participants: <b>18-12-2023 (Afternoon)</b> Check out for Residential Participants: <b>22-12-2023 (Forenoon)</b>
<b>Participation fee is non-refundable. However, substitution can be made, or the fees can be adjusted against future nominations.</b>	

*As per GOI notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government, State Government, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.*

## 9. PAYMENT DETAILS

Programme fee per Participant inclusive of GST to be paid in advance and proof of payment to be attached along with application form.
<b>ECS Payment Details: Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265</b>
<b>DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI</b>
<b>In case of ECS Payment, the payment details should be intimated accordingly along with UTR number</b>
<b>NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 07AAATN0402F1Z8</b>

## 10. HOW TO APPLY

- Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following address:

**Shri Rajesh Sund**  
**Director (ES), NPC**  
**Faculty & Programme Coordinator**  
**Ph.91-11-24607303/8799784715**  
**Email: [rajesh.sund@npcindia.gov.in](mailto:rajesh.sund@npcindia.gov.in)**

## ➤ Last date for Receiving of nominations: **02-12-2023**

### 11. GENERAL INSTRUCTIONS

- ❖ Due to limited number of seats, it is recommended to send the nominations as per attached format at the earliest, for ensuring the availability. Acceptance of the nominations is subject to the seat availability and receipt of programme fee latest by the last date for nominations.
- ❖ The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The fee once deposited is non-refundable, however, substitutions are allowed.
- ❖ Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
- ❖ The Non-Residential programme fee covers the professional fee towards training, working lunch and refreshments during the training program. The fee once deposited is non-refundable, however, substitutions are allowed.
- ❖ NPC shall not bear any charges towards participants' to & fro travel from their residence / place of stay and the training program venue. All participants shall make their own arrangement to reach the venue on time as per the programme schedule.
- ❖ Participants are requested to assure their health and safety during the training period and NPC will not be liable for medical expenses incurred by the participants during the program.
- ❖ NPC will not provide boarding and lodging before and after the dates of programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- ❖ Settlement of additional bills: The hotel will be instructed to open separate folio for each participant. Participants may directly settle their additional dues regarding family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- ❖ The participants shall be awarded Certificate of Participation on successful completion of programme.
- ❖ Any other terms and conditions apply as may be notified by NPC at any point of time.
- ❖ Referring to GST guidelines, you are requested to confirm the applicability of GST payment for your department.
- ❖ Participants are required to follow the necessary COVID protocols during training.



**NATIONAL PRODUCTIVITY COUNCIL**  
5-6 Institutional Area, Lodhi Road, New Delhi – 110003

**APPLICATION FORM FOR NOMINATIONS**

**Title of Programme:**

**Programme Code:**

**Programme Duration:**

**Location:**

**Details of Nominated Participants:**

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Official Address for Correspondence
1					
2					
3					
4					
5					

**Details of Nominating Authority:**

Name:

Designation:

Organization:

Address

Contact Number:

Email ID:

Signature

Details of Proof of payment of Programme fee (*RTGS / NEFT Details; Cheque, DD*):

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Ministry of Commerce and Industry  
Government of India  
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