



National Productivity Council

**Residential Training Programme
on
Work Life Balance & Stress Management Focus
on Personal Balance Score Card**

Training Programme No.: TP/23- 24/18



12-16 June 2023

Manali, Himachal Pradesh

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

A ‘work life’ balance refers to employees’ ability to uphold a healthy balance between their work roles, their personal responsibilities and family life. Achieving a work-life balance is the new ideal for employees as an imbalanced life results in stress and fatigue, loss of control and even strained relationships. Modern workplaces have become more stressful because of diverse role expectations, cutthroat competition, globalization and technological disruptions. Such changes have created several complications on both the domestic and professional fronts of the employees. Stress affects productivity; therefore, monitoring and managing work related stress is extremely important. The individual must explore his values, aspirations, and goals to realise what he expects from work and life and then develop the suitable ways of balancing work and life. Effective stress management, on the other hand, helps to eliminate/reduce the stress that affects the life, so the subject would be happier, healthier and more productive. The ultimate goal is a balanced life, with time for work, relationships, relaxation, and growth—the resilience to sustain pressure and meet challenges head on.

3. LEARNING OBJECTIVES

This program has been designed to facilitate creating balance between work and life. Participants will learn how to identify and understand emotional response to stress, how to better communicate under stress, make better decisions and reduce burn-out in even the most challenging situations. It will help understand the ways to reduce stress, increase efficiency and balance in work and life.

4. BROAD PROGRAMME COVERAGE

- Introduction to stress management and work-life balance
- Understanding the benefits of a work-life balance
- Recognise the signs of an unbalanced life
- Understanding stress and recognise the symptoms
- Major causes of stress
- Measures and strategies to deal with stress effectively
- Personal Balance Score Card

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

All employees in Middle & Senior Management, working in Ministries, Central & State Government Departments, Central and State PSUs, Banks and financial institutions, Boards, Administrative Bodies, Co-operative Sector, MNCs and Private Sector, Universities, Academic Institutions etc.

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

Training Programme Number	TP/23-24/18
Program Schedule	Manali, Himachal Pradesh (June 12-16, 2023) Programme starts on 12- 06-2023 (AN) Programme closes on 16- 06-2023 (FN) Check in for Residential Participants: 12-06-2023 (AN) Check out for Residential Participants: 16-06-2023 (FN)
Programme Fee	Rs. 55,000 (Rupees Fifty-Five Thousand only) plus GST @ 18% per participant for Residential Participants Rs. 39,500 (Rupees Thirty Nine Thousand and Five Hundred only) plus GST @ 18% per participant for Non-Residential Participants
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	

9. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.
<ul style="list-style-type: none">• ECS Payment Details: Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265• DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI• NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 07AAATN0402F1Z8

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.

10. HOW TO APPLY

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

Shri G. Saravanan
Head & Director (ID)
National Productivity Council
5-6 Institutional Area
Lodhi Road, New Delhi – 110003
Email Id: inspectiondivision@npcindia.gov.in / g.saravanan@npcindia.gov.in
Tel: 011-24607382/ 9953534229/ 9779753576

Last date for Receiving of nominations: 31.05.2023

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, 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*):

Payment Particulars

- **ECS Payment Details:** Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265
- In case of ECS Payment, the payment details should be intimated accordingly along with UTR number
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI
- Programme Fees per Participant plus GST to be paid in advance
- PAN No: AAATN0402F, GSTIN: 07AAATN0402F1Z8



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Ministry of Commerce and Industry
Government of India
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