



National Productivity Council

**Training Programme
on
Stress Management
for
Improving Productivity**

09 - 13 October 2023

(Mysuru)



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

Modern workplaces have become more stressful because of diverse role expectations, cut throat competition, poor work organization, globalization and technological disruptions. In general, stress at the workplace arises when there is a conflict between job demands on the employer and the amount of control an employee has over meeting these demands. 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. Effective stress management helps break the hold stress has on life, so the subject would be happier, healthier and more productive.

3. LEARNING OBJECTIVES

This program has been designed to facilitate participants in identifying the different types of stresses and ways to mitigate them. Participants will learn how to how stress in the work place can be caused, different symptoms of stress and individuals can themselves from suffering from stress. Participants will also be aware about the concepts of Productivity especially personnel productivity and the strategic importance of productivity in an organization. It will help understand the ways to reduce stress, balance in work and life and increase efficiency.

4. BROAD PROGRAMME COVERAGE

- Meaning of Stress Management.
- Types of Stress.
- Stress Management techniques.
- Prevention of Stress.
- Productivity Concepts with focus on personnel productivity.

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

Officials from Central & State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, NBFCs, Corporations, Labour Unions/Associations.

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

Programme Code	<i>TP/23-24/61</i>	
Program Venue	MYSURU	
Programme Fee	Residential Participants ₹ 55000 /- + 18% GST (Rupees Fifty Five Thousand plus 18% GST) per participant	Non Residential Participants ₹ 35500 /- + 18% GST (Rupees Thirty Five Thousand Five Hundred plus 18% GST) per participant
For Residential Participants	Check-in at hotel – 9 th October 2023, <i>Monday, Afternoon</i> Check-out from Hotel –13 th October 2023, <i>Friday, 12 Noon</i>	

9. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.

- 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 BANGALORE
- NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 29AAATN0402F1Z2

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.

- **NPC shall offer 10% discount on programme fee to organizations sponsoring 3-5 participants and 15% discount of programme fee to organizations sponsoring more than 5 participants.**

10. HOW TO APPLY

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

**The Regional Director
National Productivity Council
2nd Floor, KSDB Building
55, Risaldar Street, Seshadripuram
Bengaluru – 560 020
Email Id: bangalore@npcindia.gov.in**

OR

**The Training Coordinator
National Productivity Council
5-6 Institutional Area Lodhi
Road, New Delhi – 110003
Email Id:
npctraining@npcindia.gov.in
Tel: 011-24607319**

- **Last date for Receiving of nominations: 22nd September 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..

- ❖ 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
npctraining@npcindia.gov.in

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. 02650100009207, 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 BANGALORE
- Programme Fees per Participant plus GST to be paid in advance
- PAN No: AAATN0402F, GSTIN: 29AAATN0402F1Z2



**National Productivity Council
Regional Directorate - Bengaluru**

(Under Department for Promotion of Industry and Internal Trade)

Ministry of Commerce and Industry, Government of India,

2nd Floor, KSDB Building

55, Risaldar Street, Seshadripuram

Bengaluru – 560 020

Email Id: bangalore@npcindia.gov.in

Tel: 080-23467294 /

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