

# TRAINING PROGRAM ON MANAGING WORK LIFE BALANCE

22<sup>nd</sup> to 26<sup>th</sup> July 2024

**SHILLONG, MEGHALAYA**

**PROGRAM CODE: T2425GUW02**



## 1. ABOUT NATIONAL PRODUCTIVITY COUNCIL

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, the services of external professionals and subject matter specialists are also sought on a need basis, depending upon the nature and scope of work. NPC extends services from its headquarters in 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 organizations including Central Government Ministries and State Governments.

## 2. PROGRAMME THEME

One common challenge that employees across various organizations seem to face is finding work-life balance. We often think about work-life balance as the trade-off between time spent at work and time spent on other, non-work activities. In an ideal world, this line of thinking goes, after work, we're able to do things that nourish us as people — whether that's spending time with friends, family, or engaging in a hobby. This idea of "balance" is easy enough to explain but can become tough when it comes to implementation. This program shall focus on the aspects of work – life balance and strategies to implement them in real life.

## 3. LEARNING OBJECTIVES

This training program shall focus on imparting lessons to the participants to Realize the advantages of a work-life balance and to try & maintain a true balance between their personal and professional life. The objective of this program is to provide life skills essential to maintain a healthy work life balance and to become more productive at their workplaces.

## 4. BROAD PROGRAM COVERAGE

The Training program shall tentatively cover the following aspects:

- ❖ Identify the signs of an unbalanced life and its effects
- ❖ Managing and supporting employee wellness
- ❖ Effective Time management skills
- ❖ Stress and Anger management
- ❖ Goal-setting skills
- ❖ Setting SMART Goals in life

## 5. METHODOLOGY

The 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 including middle & Senior management levels working in Ministries, Central & State PSUs, Central & State Government Departments and other manufacturing and process industries.

## 7. FACULTY

The faculty for the training programme may comprise senior NPC Experts & other renowned and experienced Trainers from the respective field. The training methodology will have a focus on interactive discussions, small group activities, business games, exercises, role plays, videos, and presentations.

## 8. PROGRAMME FEE & VENUE

<b>Programme Code</b>	<b>T2425GUW02</b>	
<b>Program Venue</b>	Shillong, Meghalaya	
<b>Programme Fee</b>	<b>Residential Participants</b> ₹ 65,000/- + 18% GST	<b>Non-Residential Participants</b> ₹ 44000/- + 18% GST
<b>For Residential Participants</b>	Check-in at the hotel: 12 noon onwards on 22 <sup>nd</sup> July 2024 Check-out from Hotel: Before 11 am on 26 <sup>th</sup> July 2024	

## 9. PAYMENT DETAILS

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

- **ECS Payment Details:** State Bank of India, New Guwahati Branch; A/c No. 39754600161, IFSC: SBIN0000221
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at GUWAHATI
- PAN No: AAATN0402F, GSTIN: 18AAATN0402F1Z5

*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 are 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 the prescribed application format enclosed with this brochure. Nominations may be sent to the following address:

**The Training Coordinator**  
**National Productivity Council**  
2<sup>nd</sup> Floor, Minakshi Bhavan, Rajgarh Road, Guwahati, Assam – 781007  
Email Id: [guwahati@npcindia.gov.in](mailto:guwahati@npcindia.gov.in)  
Tel: 0361-3512552, 7974055323

**Last date for Receiving nominations: 05<sup>th</sup> July 2024**

## 11. GENERAL INSTRUCTIONS

- ❖ Due to a limited number of seats, it is recommended to send the nominations as per the attached format at the earliest, for ensuring availability. Acceptance of the nominations is subject to the seat availability and receipt of the 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 for training, lunch and refreshments during the training program. The fee once deposited is non-refundable, however, substitutions are allowed. Boarding and lodging facilities shall not be provided to Non-residential participants.
- ❖ 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 arrangements 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 the 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 a separate folio for each participant. Participants may directly settle their additional dues regarding a family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- ❖ The participants shall be awarded a Certificate of Participation on successful completion of the 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**  
**2<sup>nd</sup> Floor, Meenakshi Bhawan, Rajgarh Road, Guwahati 781007**  
**guwahati@npcindia.gov.in**

**APPLICATION FORM FOR NOMINATIONS**

Title of Program : **Managing Work life Balance**

Program Code : **T2425G UW02**

Program Duration: **22<sup>nd</sup> to 26<sup>th</sup> July 2024**

Location: **SHILLONG**

Select Participation on **Residential Basis**  **OR Non-Residential Basis**

**Details of Nominated Participants:**

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Participant Organization Address (kindly provide full address of correspondence)
1					
2					
3					
4					
5					

**Details of Nominating Authority:**

S. No	Name of Nominating Authority	Designation	Mobile No.	Email ID	Nominating Authority Organization Address (kindly provide full address of correspondence)
1					

\* Select, if Organization is GST Exempted  **OR** Select, if Organization is Not GST Exempted

**SELF DECLARATION ON GST EXEMPTION (OPTIONAL)**

*As per GST 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.*

- I/We hereby declare that we meet all the conditions stipulated in the aforementioned GST notifications and qualify for exemption from GST payment for the training program mentioned above.
- I/We acknowledge that any breaches or non-compliance with the specified conditions may result in the collection of GST, interest, and penalty amounts by NPC on behalf of the GST department at a later stage whenever the GST department raises the same to NPC.
- I/We also declare that it is the responsibility of the participant organization to verify their eligibility to avail the benefit, and NPC is not responsible for checking the eligibility.

\*I certify that the above information is correct

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ and Place: \_\_\_\_\_

**For Organization who are Not Exempted and having GST registration please provide your GST No. (Mandatory):** \_\_\_\_\_

*(PS: - Kindly provide the GST number of organization on which GST Invoice to be raised)*

Organization PAN No. (Optional) \_\_\_\_\_

Organization TAN No. (Mandatory on TDS deduction) \_\_\_\_\_

**DECLARATION**

\*I certify that the above information is correct

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ and Place: \_\_\_\_\_



## **National Productivity Council**

(Under Department for Promotion of Industry and Internal Trade)

Ministry of Commerce and Industry, Government of India

5-6, Institutional Area, Lodhi Road

New Delhi - 110003

Tel: +91-11-24607319

[npctraining@npcindia.gov.in](mailto:npctraining@npcindia.gov.in)