

From: "NPC Jaipur" <jaipur@npcindia.gov.in>

To: "Chief Secretary, Rajasthan" <cs-rajasthan@nic.in>

Sent: Monday, June 3, 2024 2:46:07 PM

Subject: Seeking nominations for Training Programme on Stress Management & Work Life Balance during July 15-19, 2024 at Mount Abu

To,

Sub:- Seeking nominations for Training Programme on Stress Management & Work Life Balance during July 15-19, 2024 at Mount Abu

Respected Sir/Madam,

National Productivity Council (NPC) Jaipur is pleased to announce its Training Programme on **“Stress Management and Work Life Balance during July 15-19, 2024 at Mount Abu**

NPC has designed a condensed training programme on Stress Management and Work Life Balance to enhance the knowledge and competence levels of the government and public sector officials on the topics. The programme aims at facilitating the participants to acquire competencies necessary for handling the stress and work life balance issues efficiently & effectively. The programme also enlightens participants on aspects for organizational health and its well being.

The programme is designed for officials working across different functional areas of management including administration, production, finance, personnel & training/HRD, Purchasing, PA, PS & Staff attached to Sr. level officials to etc. from State and Central Governments Departments/Ministries, Public Sector Units, Financial Institutions and/or Academic and/or Research Institutions, Banks, Corporations, Autonomous Institutions etc.

The brochure with programme objectives, coverage, participants profile, methodology, faculty, dates, venue, participation fee, and registration procedure is enclosed for your kind perusal. The Programme fee of **Rs.59500/- + 18% GST (Rs. Fifty Nine Thousand Five Hundred Only + 18% GST)** for **residential participants** is inclusive of boarding and lodging arrangement for the participants for 4 nights during the programme, course material kit and professional charges etc. or **Rs.39500/- + 18% GST (Rs. Thirty Nine Thousand Five Hundred Only + 18% GST)** for **non-residential participants** is inclusive of lunch, course material kit, and professional charges.

We are sure that you would take advantage of this programme and nominate a few officials from your organization. Kindly feel free to call us at **0141-2703573, 2702935, 8826628448, 9414387196** or email us at jaipur@npcindia.gov.in, himanshu.rg@npcindia.gov.in in case any further clarification is required. We look forward to your continuous support and an early response.

NPC also conduct Certification Training Programme on various administrative and technical topic for bank and PSUs in online mode, for details undersign may kindly be contacted

Thanking you

Yours Sincerely

(Mukesh Singh)
Director

NATIONAL PRODUCTIVITY COUNCIL, JAIPUR
announces Training Programme on
“Stress Management & Work Life Balance”
From July 15-19, 2024 at Mount Abu

INTRODUCTION

The pace of change is becoming faster, leading to higher degree of uncertainty, stress and strain on the officials at all levels of the organisation. Success of any organisation depends directly on the effectiveness of its people, executive stress has direct bearing on the performance and the health of the people. People react differently to stress at different times. Sometimes they thrive on it but sometimes they are unable to bear it. Sometimes they thrive on it but sometimes they are unable to bear it. It is important that executives/ officers learn about the sources and nature of stress and learn how to manage it to remain effective and healthy.

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.

OBJECTIVES

- To develop understanding about stress and stressors.
- To create awareness about the changes required to be able to cope up with stressful and burn out situation
- To learn and maintain a true balance between their personal and professional life.
- To provide life skills essential to maintain a healthy work life balance.

CONTENTS

- Changing work environment and its impact
- Stress and its effects on individual
- Causes of Stress and Stress Management Strategies
- Managing and supporting employee wellness
- Effective time Management Skills
- Nature and type of time wasters
- Work Life Balance

TARGET GROUP

The programme is designed for officials working across different functional areas of management including administration, finance, personnel & training/HRD, Purchasing, PA, PS attached to Sr. level officials from State and Central Governments Departments/Ministries, Public Sector Units, Financial Institutions and/or Academic and/or Research Institutions, Banks, Corporations, Autonomous Institutions etc. The details of the programme and their coverage are provided with brochure enclosed herewith.

PARTICIPANT FEE

The programme fees on residential basis is Rs. 59,500 /- + 18% plus GST per participant. (Rs. Fifty Nine Thousand Five Hundred Only + 18% GST. The Non-residential participation fees will be Rs. 39500/- + 18% plus GST per participant (Rs. Thirty Nine Thousand Five Only + GST. The residential participation fee includes the cost of accommodation, food stationery, course material and professional charges. The programme is residential/ Non Residential as opted..

FACULTY AND METHODOLOGY

The faculty would include from NPC & invited speakers from organizations of eminence. Methodology of the programme would be participative in nature with a focus on principal of adult learning.. The sessions would be expert-led, participant-centered conceptual deliberations, involving case studies, individual and group exercises.

VENUE & DATES:

| | |
|---|--|
| Programme Dates & Venues | July 15-19, 2024 Mount Abu |
| Arrival day (Check in time at Hotel) Programme starts at | July 15, 2024 FN 1300 hrs. July 15, 2024 at 1600 hrs. |
| Departure day (Check out time at Hotel) Programme concludes at | July 19, 2024 FN 1000 hrs. July 19, 2024 at 1000 hrs. |

Early Check-In and Late Check-out is subject to availability of rooms at the hotel

REGISTRATION:

Nominations along with participants details, name, designation, organisation, contact address, email, GST No. of organisation phone, mobile no. whether residential or non residential along with DD/Cheque/ECS details towards participation fee should reach NPC Jaipur at least 7 days before the start of the programme to:

The Programme Director
National Productivity Council
SB-96, JLN Marg, Babu Nagar, Jaipur – 302015, Rajasthan

PAYMENT DETAILS:

1. Fees to be paid by DD/Cheque in the name of NATIONAL PRODUCTIVITY COUNCIL payable at Jaipur
2. PAN NO: AAATN0402F, GST No. 08AAATN0402F1Z6
3. ECS Payment Details: State Bank of India, Bhawani Singh Road, Babu Nagar, Jaipur - 302004
A/c No. 40084592614, NEFT/RTGS/IFSC No. SBIN0031477, Branch Code : 031477
4. In case of ECS Payment, the payment details should be intimated accordingly

GENERAL INSTRUCTIONS:

- Kindly provide GST No. of the organisation for issuance of the bill..
- GST as per GOI Rules (presently @ 18%) as per the GoI guidelines.
- Overstay if any has to be settled by participants directly to the hotel.

FOR FURTHER DETAILS PLEASE CONTACT:

Programme Director
National Productivity Council
SB-96, JLN Marg, Babu Nagar,
Jaipur – 302015, Rajasthan

Ph. 0141-2702935, 2703573 Mobile No: 8826628448

E-Mail: jaipur@npcindia.gov.in, himanshu.rg@npcindia.gov.in Website: www.npcindia.gov.in

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NATIONAL PRODUCTIVITY COUNCIL, JAIPUR

CALENDAR OF TRAINING PROGRAMMES April 2024 - December 2024

| No. | Title of the Programme | Duration & Dates | Level | Venue | Fee (R) & NR | pdf |
|-----|--|------------------------|--------------------|-----------|---|-----|
| 1 | Modern Office Administration & Management, Focus: HR & Digital India | June 17-21, 2024 | Sr. & Middle Level | Mussoorie | Rs.59500/-+GST (R) Rs.39500/-+GST (NR) | |
| 2 | Stress Management & Work Life Balance | July 15-19, 2024 | All Level | Mount Abu | Rs.59500/-+GST (R) Rs.39500/-+GST (NR) | |
| 3 | Developing Managerial & Leadership Skills | July 22-26, 2024 | Sr. & Middle Level | Udaipur | Rs.59500/-+GST (R) Rs.39500/-+GST (NR) | |
| 4 | Developing Competencies HR for Excellence | July 29 – August 2, 24 | All Level | Puri | Rs.59500/-+GST (R) Rs.39500/-+GST (NR) | |
| 5 | Advance Course on Secretarial Effectiveness, Capacity Building Programme | August 5-9, 2024 | All Level | Jaipur | Rs.59500/-+GST (R) Rs.39500/-+GST (NR) | |
| 6 | General Financial Rule GFR Tendering & Contract Management | August 17-21, 2024 | Sr. & Middle Level | Udaipur | Rs.59500/-+GST (R) Rs.39500/-+GST (NR) | |

| | | | | | |
|----|---|-----------------------|--------------------|---------|---|
| 7 | Administrative Effectiveness, Focus: Preventive Vigilance & e-Procurement | September 16-20, 2024 | Sr. & Middle Level | Udaipur | Rs.59500/-+GST (R) Rs.39500/-+GST (NR) |
| 8 | Finance & functional GFR for Finance Executives & Non | October 14-18, 2024 | All Level | Jaipur | Rs.59500/-+GST (R) Rs.39500/-+GST (NR) |
| 9 | Advance Course on Secretarial Effectiveness, Capacity Building Programme | November 18-22, 2024 | Sr. & Middle Level | Udaipur | Rs.59500/-+GST (R) Rs.39500/-+GST (NR) |
| 10 | Administrative Effectiveness, Focus: POSH & RTI | December 9-13, 2024 | Sr. & Middle Level | Goa | Rs.59500/-+GST (R) Rs.39500/-+GST (NR) |
| 11 | Future Leadership Development Programme for organisational effectiveness & productivity | December 16-20, 2024 | Sr. & Middle Level | Udaipur | Rs.59500/-+GST (R) Rs.39500/-+GST (NR) |

*The detailed brochure is available on www.npcindia.gov.in or would be available 10-12 weeks before commencement of the programme on request through mail. (Save Paper, Save Tree)

*The training programmes are residential (R) includes boarding and lodging arrangement for 4 nights, check-in day 1 (FN) check-out day 5 (FN) or non-residential (NR) includes working lunch, can be opted as per option.

*In General Programme starts at 1600 hrs. on day 1 and conclude at 11.00 hrs. on day 5.

*Customised Training Module at Company premise/ neutral venue can be organised on above topics for 15-20 participants in each batch on mutually agreed dates, venue, financial implications and term: and condition

*Fee is excluding of GST and will be added as per applicable on fee at present @ 18%.

*Fee is to be paid by DD/ Cheque in the name of "National Productivity Council" Jaipur or through EC:

*Bank Name: Bank Name: State Bank of India, Bhawani Singh Road, Bapu Nagar, Jaipur 302004

*Bank Account No: 40084592614, Branch Code: 031477, IFCS/RTGS/NEFT Code:SBIN0031477,

*PAN No: AAATN0402F, TAN NO: JPRN00099B GST No: 08AAATN0402F1Z6

*Please let us know your tentative requirements; this would help us serve you better.

For details please contact

Programme Director

NATIONAL PRODUCTIVITY COUNCIL

SB-96, J.L.N.Marg, Bapu Nagar, JAIPUR 302004

Phone: 0141-2702935, 0141-2703573, 9414387196

e-mail:jaipur@npcindia.gov.in, Web: www.npcindia.gov.in

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