* TIME & STRESS MANAGEMENT

eLearningCourse Title:TIME & STRESS MANAGEMENT

eLearning Course **Type: Free or Paid:** \_\_\_(Kindly specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If Paid, Registration Fee (including GST):- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course conducted by Group/ Regional DirectorateName:- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name&Designation of Course Coordinator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Coordinator Contact Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

eLearning Program Start Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

eLearningDuration:FromTo\_\_\_\_\_\_\_\_\_\_\_\_\_

About eLearning Program(Brief One para): -

**The objective of the program is to provide participants with the fundamental concepts of the subject. Participants will learn about how time management and stress management related, techniques, tips and causes of poor time management**

**The efficiency and productivity of the Participants will increase when they will use the learnt skills in performing their roles and responsibilities.**

eLearningCourse Coverage (Specify Module details) :-

**Module I: How time and stress management related, Time management techniques, tips and Benefits**

**Module II: Time management tips and theories**

**Module III: Stress Management**

**MODULE IV– How to Practice Effective Time Management at Workplace**

Register to learn (Key Learnings’ in bullet points)

* Time & Stress Management Strategies
* Time Management Techniques, Tips and Benefits
* Cause of poor Time management
* Types of Stress
* Work oriented stress
* Techniques for releasing Stress

Register in advance for this eLearning program:

*Registration Start Date:*

*Registration End Date:*

Thanks & Regards

NPC Team

**Important Instructions:-** As per direction, all Group Heads/ Regional Directors are requested to strictly adhere for providing their respective eLearning Program details for uploading on NPC website & social media platforms at least 10-12 in advance.

* Kindly forward the eLearning Content (PPT /PDF) for publishing/uploading on NPC website in advance. Kindly indicate/ specify the content source i.e. APO or NPC or Others.