



Training Programme  
on  
**STRESS MANAGEMENT  
&  
WORK-LIFE BALANCE**

12-16 February, 2024  
(Goa)

HRM GROUP  
National Productivity Council  
Utpadakta Bhavan, 5-6 Institutional Area, Lodhi Road  
New Delhi - 110003

## **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, because 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, cut throat 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 break the hold stress has on 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**

- Understand the benefits of a work-life balance
- Recognise the signs of an unbalanced life
- Understand stress and recognise the symptoms.
- Measures and strategies to deal with stress effectively.

## **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 and other renowned and experienced Trainers from the respective field.

## 8. PROGRAMME FEE & VENUE

Venue	Goa	
Programme Fee	<b>Residential Participants:</b> INR 65,000/- (Rs. Sixty Five Thousand only) Plus GST @ 18%	<b>Non-Residential Participants:</b> INR 35,500/- (Rs. Thirty Five Thousand Five Hundred only) Plus GST @ 18%

## 9. CHECK-IN/CHECK-OUT INFORMATION

**Check in at Hotel/Resort:** 12 Noon Onwards on 12<sup>th</sup> February, 2024

**Check out at Hotel/Resort:** Before 12 Noon on 16<sup>th</sup> February, 2024

## 10. 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 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.*

## 11. HOW TO APPLY

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

<p><b>Program Coordinator</b></p> <p>Ms. Asmita Raj          Technical Assistant-HRM          National Productivity Council (NPC)          5-6 Institutional Area,          Lodhi Road, New Delhi – 110003          Email Id: <a href="mailto:asmita.raj@npcindia.gov.in">asmita.raj@npcindia.gov.in</a>          Tel: 011-24607376              011-24607364              011-24607352              011-24607337</p>	<p>Sh. Umashankar Prasad          Group Head (HRM)          National Productivity Council (NPC)          5-6 Institutional Area,          Lodhi Road, New Delhi – 110003          Email Id: <a href="mailto:us.prasad@npcindia.gov.in">us.prasad@npcindia.gov.in</a>          Tel: 011-24607376              011-24607364              011-24607352              011-24607337</p>
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**LAST DATE FOR RECEIVING CONFIRMED NOMINATIONS: 05 February, 2023**

The nominating authority of the participant’s organisation may kindly ensure that the nomination(s) are sent within the prescribed deadline in the enclosed nomination form. For any correspondence related to this programme please mention the reference no.: **NPC/HQ/HRM/T11/23-24**

***Note: Participants are advised to book their travel (Air/Train/Road) only after receiving confirmation of Programme and acceptance of nomination.***

**12. GENERAL INSTRUCTIONS**

- Due to limited number of seats, the nominating authority of the participant’s organisation may kindly ensure that the nomination(s) are sent within the prescribed deadline in the enclosed nomination form. 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.
- 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.
- 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 towards to-and-fro travel from 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.

### FORTHCOMING TRAINING PROGRAMMES

Programme	Venue	Dates	Last Date	Participation Fee Per Person
RTI & office management <b>NPC/HQ/HRM/T12/23-24</b>	Munnar	18-22 March 2024	<b>11/03/2024</b>	55,000+ GST for Residential 30,500+ GST Non- Residential
For further details of programme, please visit - <a href="https://www.npcindia.gov.in/NPC/User/TrainingHeadQuater">https://www.npcindia.gov.in/NPC/User/TrainingHeadQuater</a>				



# NATIONAL PRODUCTIVITY COUNCIL

## APPLICATION FORM FOR NOMINATIONS

**Title of Programme: Stress Management and Work Life Balance at Goa**

**Programme Duration: 12<sup>th</sup> to 16<sup>th</sup> February, 2024**

### I. Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Official Address for correspondence
1					
2					
3					
4					
5					

### II. Details of Nominating Authority:

Name:

Designation:

Organization:

GST No:

Address

Contact Number:

Email ID:

Signature

### III. 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 and Programme Code
- 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