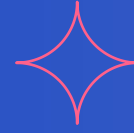




# NATIONAL PRODUCTIVITY COUNCIL



## RESIDENTIAL TRAINING PROGRAMME ON

### Emotional Intelligence for Managing Work Life Balance



**GOA**  
**19.01.26 to 23.01.26**



**PROGRAMME**  
**CODE :**  
**T2526BAN02**



EMOTIONAL INTELLIGENCE FOR  
MANAGING WORK-LIFE BALANCE

## **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 organizations including Central Government Ministries and State Governments.

## **2. PROGRAMME THEME**

Emotional intelligence (EI) greatly influences work-life balance by helping individuals handle both job and personal responsibilities more smoothly. One of the key elements of EI is self-awareness, which allows people to recognize what triggers their stress and emotions. This understanding helps them manage pressure at work more effectively. It also supports self-regulation—the ability to stay calm and avoid reacting impulsively during tough situations.

Empathy, another important part of EI, improves relationships at work and at home. Being able to understand others' feelings leads to better teamwork and deeper personal connections. In addition, strong emotional intelligence helps people develop important social skills like clear communication, resolving conflicts peacefully, and setting healthy boundaries. All these abilities are essential for maintaining a healthy and balanced life

## **3. LEARNING OBJECTIVES**

This program is designed to help participants understand the concept of Emotional Intelligence (EI) and its vital role in achieving work-life balance. It will introduce participants to key components of EI, including self-awareness, self-regulation, empathy, and more. In addition, the program will explore the concepts of work-life balance and overall well-being, providing insights into how Emotional Intelligence contributes to a more balanced and fulfilling personal and professional life.

## **4. BROAD PROGRAMME COVERAGE**

- ❖ Emotional Intelligence – Concept and its relevance in today's world.
- ❖ Emotional Intelligence and success.
- ❖ Anger Management
- ❖ Introduction to Well Being and Work Life Balance
- ❖ Relationship of Emotional Intelligence with Well Being and Work Life Balance.

## 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

Officers and Officials from various functions of Government Departments, Academic Institutions, Public Sector, Co-operatives, Corporations, Labour Unions/Associations, Boards, Financial Institutions & Autonomous Organizations etc. The programme is also useful for Executives/Officers/Section Officers who are likely to assume the managerial role in future.

## 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

<b>Programme Code</b>	T2526BAN02
<b>Programme Code</b>	Goa
<b>Programme Fees</b>	<p><b><u>For Residential Participants-- Rs. 70,000</u></b> (Rupees Seventy Thousand only) plus GST @ 18% per participant. The fees include boarding/lodging charges and the cost of programme kit.</p> <p><b><u>For Non-Residential Participants-- Rs. 55,000</u></b> (Rupees Fifty-Five Thousand only) plus GST @ 18% per participant. The fees include only working lunch and tea/coffee etc served during the sessions and the cost of programme kit.</p>
<b>Program Schedule</b>	<p>Check in for Residential Participants: <b>19-01-2026 (After 12 PM)</b></p> <p>Checkout for Residential Participants: <b>23-01-2026 (Before 12 PM)</b></p>
<b>Participation fee is non-refundable. However, substitution can be made, or the fees can be adjusted against future nominations.</b>	

## 9. PAYMENT DETAILS

### **ECS Payment Details:**

State Bank of India, Race Course Road, Bangalore 560001  
A/c No. **40176986195**, IFSC Code: **SBIN0006198**

**DD/ Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL  
payable at Bengaluru**

**In case of ECS Payment, the payment details should be intimated accordingly along  
with UTR number**

**Programme Fees per Participant plus GST to be paid in advance**

**NPC'S PAN No: AAATN0402F**

**NPC'S GST IN: 29AAATN0402F1Z2**

## 10. TO APPLY

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

**Shri Swarupan Das**

**Deputy Director, NPC Bengaluru**

**Faculty & Programme coordinator**

**080-23467294 / 23467296, +91 9019883123,**

**swarupan.das@npcindia.gov.in / bangalore@npcindia.gov.in**

- **Last date for Receiving of nominations: 05-01-2026**

## 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.
- ❖ The Non-Residential programme fee covers the professional fee towards training, working lunch and refreshments during the training program. The fee once deposited is non-refundable, however, substitutions are allowed.
- ❖ 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.
- ❖ Attendance is mandatory for all participants.
- ❖ 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.
- ❖ NPC shall offer a 5% discount on participation fees to organizations sponsoring more than 10 participants in any program.
- ❖ The participants shall be awarded Certificates of Participation on successful completion of the program.



**NATIONAL PRODUCTIVITY COUNCIL**  
**2<sup>nd</sup> floor, KSDB Building, Seshadripuram, Bengaluru 560020**

**APPLICATION FORM FOR NOMINATIONS**

Title of Programme : **Emotional Intelligence for Managing Work Life Balance**  
Programme Code : **T2526BAN02**  
Programme Duration : **19-01-2026 to 23-01-2026**  
Venue/ Location : **Goa**

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

**Details of Nominated Participants:**

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Official Address for Correspondence
1					
2					

**Details of Nominating Authority:**

Name: \_\_\_\_\_ Designation: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Email ID: \_\_\_\_\_

**Details of Proof of payment of Programme fee (RTGS /NEFT Details; Cheque, DD):**

Tick, if Organization is GST Exempted ☐ OR 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.

**DECLARATION**

I certify that the above information is correct

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