



## National Productivity Council

### Training Programme on Work Life Balance and Employee Engagement for Efficiency Enhancement

**PROGRAMME CODE:** (T2425ECO15)

*October 14-18*

*Srinagar*



## **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. NPC has a resource base of professionals in fields such as Economics, Industrial Engineering, Human Resource Management, Energy, Environment, IT, Project Monitoring and Evaluation, Research Studies, and Baseline Surveys.. NPC extends services from its headquarter in New Delhi and 12 regional offices across the country, staffed by more than 100 full time professionals. NPC's professionals provide consultancy, capacity building and project monitoring services to various organisations including Central Government Ministries and State Governments.

## **2. PROGRAMME THEME**

One common challenge that employees across various organizations face is finding work-life balance and employee engagement in organizations. Work-life balance refers to the trade-off between time spent at work and time spent on other, non-work activities. Employee engagement is the strength of the mental and emotional connection employees feel toward the organization they work for, their team, and their work. While this idea of “balance” is easy enough to explain but it can be tough to implement. Engaged employees demonstrate high degree of commitment and become more productive, thereby contributing positively to the organization.

This NPC residential program shall focus on the aspects of work – life balance, strategies to implement them in real life enhancing the efficiency of work and improving employees productivity and organizational efficiency.

## **3. LEARNING OBJECTIVES**

- Understand the Concepts of Work-Life Balance and Employee Engagement
- Identify Factors Influencing Work-Life Balance
- Examine Strategies to Enhance Work-Life Balance
- Understand the Drivers of Employee Engagement
- Develop Engagement Initiatives
- Link Work-Life Balance and Employee Engagement to Efficiency Enhancement
- Implement Practical Tools and Techniques
- Address Challenges and Barriers
- Create a Supportive Organizational Environment
- Monitor and Evaluate Progress

## **4. BROAD PROGRAMME COVERAGE**

The broad topics/ sessions coverage has been listed below: -

- Understanding Work Life Balance
- Employee Engagement Fundamentals
- Strategies for Promoting Work Life Balance
- Enhancing Employee Engagement
- Integrating Work Life Balance and Employee Engagement
- Tools and Techniques for Efficiency Enhancement
- Role of Leadership in Work Life Balance and Employee Engagement

- Practical Applications and Workshops

## 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

Officials from Central & State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, NBFCs, Corporations, Labour Unions/Associations.

## 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>	T2425ECO15
<b>Programme Fee</b>	<p><b>For Residential Participants</b>-- Rs. 60,000 (Rupees Sixty Thousand only) plus GST @ 18% per participant. The fees include boarding/lodging charges and the cost of programme kit.</p> <p><b>For Non-Residential Participants</b>-- Rs. 44,000 (Rupees Forty-Four 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>For Residential Participants</b>	<p>Check-in at hotel -14<sup>th</sup> October 2024 (Afternoon) (Check in time from afternoon onwards at Hotel/Resort)</p> <p>Check-out from Hotel –18<sup>th</sup> October 2024(Forenoon) (Check out time from forenoon onwards at Hotel/Resort)</p>

## 9. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.	
<ul style="list-style-type: none"> <li>• <b>ECS Payment Details:</b> Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265</li> <li>• DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI</li> <li>• NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 07AAATN0402F1Z8</li> </ul>	

*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.*

## 10. HOW TO APPLY

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

**Sh. Saurabh Mittal,**  
**Asst. Director (Economic Services)**  
**National Productivity Council**  
**5-6 Institutional Area**  
**Lodhi Road, New Delhi – 110003**  
**Email: saurabh.mittal@npcindia.gov.in**  
**Ph: 011-24607335 Mobile No.: +91-9140443007**

- **Last date for Receiving of nominations is 1<sup>st</sup> October 2024.**

## 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.
- ❖ 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 towards training, 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.
- ❖ 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**  
**5-6 Institutional Area, Lodhi Road, New Delhi – 110003**  
**[npctraining@npcindia.gov.in](mailto:npctraining@npcindia.gov.in)**

**APPLICATION FORM FOR NOMINATIONS**

Title of Programme:

Programme Code:

Programme Duration:

Location:

**Details of Nominated Participants:**

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

**Details of Nominating Authority:**

Name:

Designation:

Organization & GST No. of Organization:

Address

Contact Number:

Email ID:

Signature

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

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**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
- 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