

# राष्ट्रीय उत्पादकता परिषद्

(वाणिज्य एवं उद्योग मंत्रालय के अधीनस्थ, भारत सरकार)

## क्षेत्रीय निदेशालय

चतुर्थ तल, कबीर भवन, उद्योग निदेशालय परिसर,  
जी.टी. रोड, कानपुर-208005

दूरभाष : 0512-2224176

ई-मेल : [kanpur@npcindia.gov.in](mailto:kanpur@npcindia.gov.in)

वेबसाइट : [www.npcindia.gov.in](http://www.npcindia.gov.in)



## NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Govt. of India)

### REGIONAL DIRECTORATE

4<sup>th</sup> Floor, Kabir Bhawan, Directorate of Industries Campus,  
G.T. Road, Kanpur-208005

Phones : 0512-2224176

E-mail : [kanpur@npcindia.gov.in](mailto:kanpur@npcindia.gov.in)

Website : [www.npcindia.gov.in](http://www.npcindia.gov.in)

Date: - 28/03/2025

Dear Sir/Madam,

National Productivity Council is a premier organization under the Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry, Govt. of India. NPC plays a catalytic role in productivity promotion by undertaking consultancy, training and research assignments in frontier areas of management and technology-oriented disciplines. We are pleased to inform you that NPC is scheduling a Residential Training Programme on "Stress Management & Work Life Balance" during 01st to 05th Dec 2025 at Goa.

The prime objective of this programme is to inculcate interpersonal communication skill among the participants to equip them to handle stress and anxiety at workplace in a better and effective way. This training programme is going to delve into various soft skills that are essential for an individual to be more effective and productive.

This training program prepares participants to:

- Recognize Stress Effects on Productivity and Well-Being
- Analyse Stressors and Triggers
- Master Mindfulness, Relaxation, and Time Management
- Build Emotional Intelligence and Resilience
- Develop Work-Life Balance Strategies
- Enhance Prioritization and Delegation Skills
- Foster Well-Being-Centric Organizational Cultures
- Make Sound Decisions Under Pressure
- Set Boundaries for Focus and Balance
- Create Personalized Stress Management Plans.

A brochure containing detailed information about the program (Program Coverage & Fee) is attached herewith. You are requested to nominate personnel from your department/organization to participate in this program.

We are sure that your department/organization would take advantage of this opportunity by sponsoring delegates in this training program. It will be highly appreciated if you kindly circulate these details within the organization/among your employees.

Last date for nomination is 10th Nov 2025.

*Rajat*  
28/03/2025

Dr Rajat Sharma

(Regional Director)

मुख्यालय:- उत्पादकता भवन, लोधी रोड, नई दिल्ली - 110 003

कार्यालय:- बैंगलुरु, भुवनेश्वर, चण्डीगढ़, चेन्नई, गाँधी नगर, गुवाहाटी, हैदराबाद, जयपुर, कोलकाता, मुंबई, पटना

H.Q. : UTPADAKTA BHAWAN, LODI ROAD, NEW DELHI - 110 003

Offices at : Bengaluru, Bhubaneshwar, Chandigarh, Chennai, Gandhinagar, Guwahati, Hyderabad, Jaipur, Kolkata, Mumbai, Patna



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दिनांक: - 28/03/2025

महोदय/महोदया,

राष्ट्रीय उत्पादकता परिषद् उद्योग और आंतरिक व्यापार संवर्धन विभाग, वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार के अंतर्गत एक प्रमुख संगठन है। एनपीसी प्रबंधन और प्रौद्योगिकी-उन्मुख विषयों के अग्रणी क्षेत्रों में परामर्श, प्रशिक्षण और अनुसंधान कार्यों का संचालन करके उत्पादकता संवर्धन में उत्प्रेरक भूमिका निभाता है। हमें आपको यह जानकारी देते हुए खुशी हो रही है कि एनपीसी 01 दिसंबर 2025 से 05 दिसंबर 2025 तक गोवा में "तनाव प्रबंधन और कार्य-जीवन संतुलन" पर एक आवासीय प्रशिक्षण कार्यक्रम आयोजित कर रहा है।

इस कार्यक्रम का मुख्य उद्देश्य प्रतिभागियों में कार्यस्थल पर तनाव और चिंता को बेहतर और प्रभावी तरीके से संभालने के लिए अंतःव्यक्तिय संचार कौशल विकसित करना है। यह प्रशिक्षण कार्यक्रम उन विभिन्न सॉफ्ट स्किल्स में गहराई से जाएगा जो एक व्यक्ति को अधिक प्रभावी और उत्पादक बनने के लिए आवश्यक हैं।

यह प्रशिक्षण कार्यक्रम प्रतिभागियों को तैयार करता है:

- उत्पादकता और कल्याण पर तनाव के प्रभाव को पहचानें।
- तनाव के कारकों और ट्रिगर्स का विश्लेषण करें।
- माइंडफुलनेस, विश्राम और समय प्रबंधन में महारत हासिल करें।
- भावनात्मक बुद्धिमत्ता और लचीलापन विकसित करें।
- कार्य-जीवन संतुलन रणनीतियों का निर्माण करें।
- प्राथमिकता और प्रत्यायोजन कौशल बढ़ाएं।
- कल्याण-केंद्रित संगठनात्मक संस्कृतियों को बढ़ावा दें।
- दबाव में ध्वनि निर्णय लें।
- ध्यान और संतुलन के लिए सीमाएँ सेट करें।
- व्यक्तिगत तनाव प्रबंधन योजनाएँ बनाएं।

कार्यक्रम (कार्यक्रम कवरेज और शुल्क) के बारे में विस्तृत जानकारी वाला एक ब्रोशर संलग्न है। आपसे अनुरोध है कि अपने विभाग/संगठन से इस कार्यक्रम में भाग लेने के लिए कर्मियों को नामित करें।

हमें यकीन है कि आपका विभाग/संगठन इस अवसर का लाभ उठाकर इस प्रशिक्षण कार्यक्रम में प्रतिनिधियों को प्रायोजित करेगा। यह अत्यधिक सराहनीय होगा यदि आप कृपया इन विवरणों को संगठन/अपने कर्मचारियों के बीच प्रसारित कर सकें।

नामांकन की अंतिम तिथि 10 नवंबर 2025 है।

डॉ रजत शर्मा

(क्षेत्रीय निदेशक)

मुख्यालय:- उत्पादकता भवन, लोधी रोड, नई दिल्ली - 110 003

कार्यालय:- बैंगलुरु, भुवनेश्वर, चण्डीगढ़, चेन्नई, गाँधी नगर, गुवाहाटी, हैदराबाद, जयपुर, कोलकाता, मुंबई, पटना

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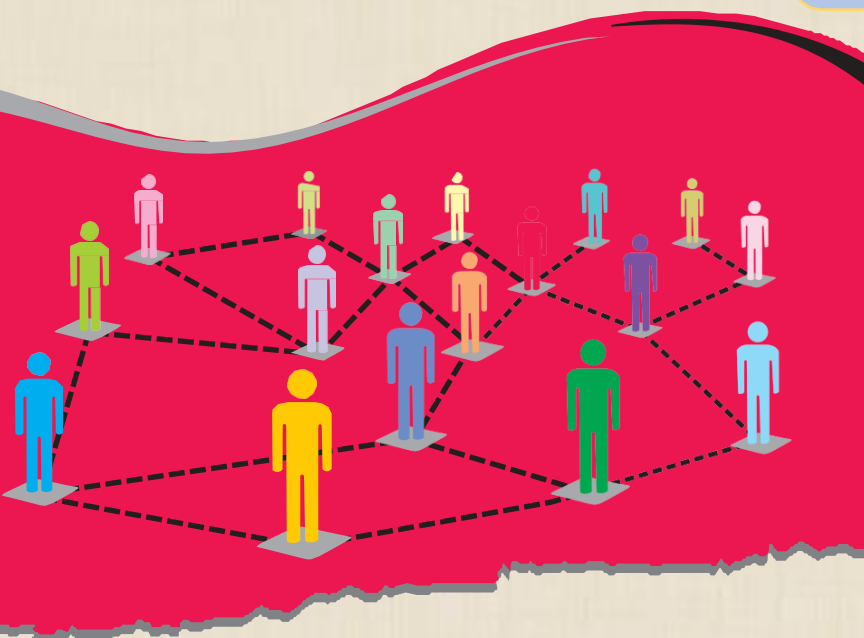
**National Productivity Council**

**Residential Training Programme**  
**on**  
**Stress Management**  
**and**  
**Work Life Balance**

**PROGRAMME CODE: T2526KAN02**

***December 1-5, 2025***

***Goa***



## **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.

In an era of relentless deadlines and increasing demands, achieving a harmonious balance between work and personal life is no longer a luxury but a necessity for sustainable productivity and well-being. The National Productivity Council (NPC), Kanpur, is delighted to host the training program "Stress Management and Work Life Balance" from 1st Dec to 5th Dec 2025, set against the serene backdrop of Goa. This program is thoughtfully designed to help participants understand the dynamics of stress management and its pivotal role in enhancing both individual and organizational productivity. Through immersive sessions, engaging workshops, and practical insights, participants will discover effective strategies to mitigate workplace stress, manage time efficiently, and foster a healthy work-life equilibrium. Goa's thrilling beaches provides the perfect setting for self-reflection and learning, allowing participants to rejuvenate while acquiring tools for achieving resilience, mindfulness, and emotional intelligence. The program also emphasizes fostering a supportive organizational culture that prioritizes employee well-being as a cornerstone for sustained growth. Join us for this transformative five-day experience in Goa, where professional excellence meets personal fulfilment. Let's pave the way to a future where productivity thrives in harmony with balance and well-being



### **3. LEARNING OBJECTIVES**

This training program prepares participants to:

- Recognize Stress Effects on Productivity and Well-Being
- Analyse Stressors and Triggers
- Master Mindfulness, Relaxation, and Time Management
- Build Emotional Intelligence and Resilience
- Develop Work-Life Balance Strategies
- Enhance Prioritization and Delegation Skills
- Foster Well-Being-Centric Organizational Cultures
- Make Sound Decisions Under Pressure
- Set Boundaries for Focus and Balance
- Create Personalized Stress Management Plans.

### **4. BROAD PROGRAMME COVERAGE**

The following topics shall be covered during the training:

- Understanding Stress and Its Impact
- Identifying Workplace and Personal Stressors
- Stress Management Strategies
- Time Management and Prioritization
- Work-Life Balance Principles
- Cultivating Mindfulness
- Building a Supportive Organizational Culture
- Developing Action Plans
- Leveraging the Natural Environment
- Interactive Activities and Case Studies

### **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, NBFCs, MNCs & 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>	<b>T2526KAN02</b>
<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 style="text-align: center;"><b>December 01-05, 2025 (Goa)</b></p> <p><b>Programme starts on 01-12-2025 at 1430 hrs.</b> <b>Programme closes on 05-12-2025 at 1800 hrs.</b> Check in for Residential Participants: <b>01-12-2025 (1300Hrs)</b> Check out for Residential Participants: <b>05-12-2025 (1100Hrs)</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

<p>Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.</p>
<b>ECS Payment Details:</b>
<p><b>Bank Name : State Bank of India</b> <b>Branch : 117/469 Pandu Nagar Kanpur Bank</b> <b>A/c No : 40318394189</b> <b>IFSC Code : SBIN0001397</b> <b>PAN No : AAATN0402F</b> <b>GST No : 09AAATN0402F1Z4</b></p> <p><b>DD/Cheque should be drawn in favour of NATIONAL PRODUCTIVITY COUNCIL and payable at KANPUR</b></p>
<p><b>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.</b></p>

## 10. HOW TO APPLY

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

**Shri Ayushman Shukla**  
**(Assistant Director)**  
**NPC Kanpur**  
**Programme Coordinator**  
**Ph.+91-512-2224176/9810323730**  
**Email: [ayushman.shukla@npcindia.gov.in](mailto:ayushman.shukla@npcindia.gov.in)**

➤ **Last date for Receiving of nominations: 10-11-2025**

## 11. GENERAL INSTRUCTIONS

- ❖ Due to the 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 seat availability and receipt of program fee latest by the last date for nominations.
- ❖ The Residential program 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, 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.
- ❖ 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.



**NATIONAL PRODUCTIVITY COUNCIL**  
**4<sup>th</sup> Floor, Kabir Bhavan, DI Campus, G.T. Road, Kanpur, UP**  
**APPLICATION FORM FOR NOMINATIONS**

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

Programme Code: **T2526KAN02**

Programme Duration: **December 1-5, 2025**

Venue/ Location: **Goa**

Select Participation on Residential Basis  OR Non-Residential Basis

**Details of Nominated Participants:**

S. No	Name of Delegate	Designation	Mobile No.	Years of Experience	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: \_\_\_\_\_