

Government of National Capital Territory of Delhi
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES
Institutional Area Vishas Nagar, Behind Karkardooma Courts
Shahdara: Delhi-110032
Ph. 22308553; Fax 22308556, E-mail ducts@nic.in

No.F.1/10/3/15-UTCS/Admn./

Dated:

To

The Special Secretary (Services),
Services Department,
Government of NCT of Delhi,
Delhi Secretariat, I.P. Estate,
New Delhi-110002.

Sub. : Regarding Training programme/Course.

Sir,

I am directed to enclose reference (in original) along with their enclosures on the subject cited above as per details given below:

Sl. No.	References No. & Date	Subject	Last date of Nomination
1.	No. Nil dated 23.07.2015 Administrative Staff College of India	Effective Human Resource Training & Development	02.11.15
2.	No. NPC/HQ/HRM/T/11/2015-16 dated 31.08.2015 National Productivity Council	Residential Programmes on "Stress and Time Management"	30.11.15
3.	No. Nil dated 25.09.2015 Sterling Institute of Corporate Conferences & Events	1. Communi-cation & Presentation Skills for Secretaries 2. Emotional Intelligence & Effective Leadership	---
4.	No. A-33058/2/2015 dated 07.09.2015 Institute of Secretariat Training & Management	Training Programme on Principles of Natural Justice	01.11.15

It is requested to take necessary action as regards to circulation and further nomination of Government Officers in the above mentioned training programmes.

A copy of the nominations may also be sent to this office for the purpose of record.

Yours faithfully,

Encls. : As above.

(CATHERINE MATHAI)
ASSISTANT DIRECTOR (ADMN.)
PH. : 22303843

No.F.1/10/3/15-UTCS/Admn./ 12607

Dated: 12-10-15

1. OSD to Chief Secretary/Incharge Principal Secretary (Trg.), 5th Level 'A' Wing, Delhi Secretariat for information.
2. Copy forwarded to the Assistant Director (Trg.-IV) Directorate of Training : UTCS for uploading the letter along with enclosures on the website of the Department.

Encls. : As above.

(CATHERINE MATHAI)
ASSISTANT DIRECTOR (ADMN.)

3865

Subject: request for nomination for training programs in kerala
To: csdelhi@nic.in

Date: 09/25/15 01:25 PM

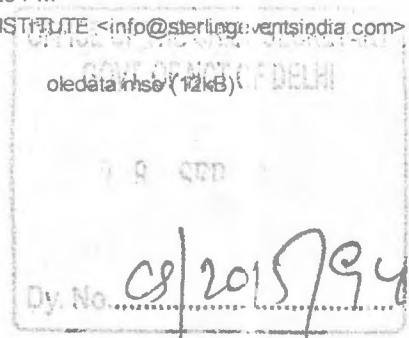
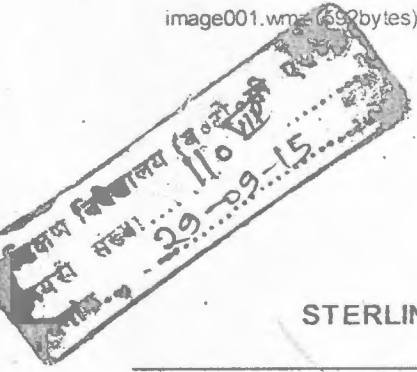
From: STERLING INSTITUTE <info@sterlingeventsindia.com>

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STERLING INSTITUTE OF CORPORATE CONFERENCES & EVENTS

6/514 (15) Vijayalakshmi Complex, Palakkad - 678 001, Kerala.

Tel: 0491 - 2547761 § Telefax: 0491 - 2547762 § Mob: 09447176424

Email: info@sterlingeventsindia.com § Web: www.sterlingeventsindia.com

Date: 25th Sept. 2015

Shri Kewal Kumar Sharma

Hon'ble Chief Secretary

Govt. of Delhi

Delhi

20 to CS
28.9.15
Dr (Tg)

Respected Sir,

Greetings from SICC&E, Kerala!!!

We are pleased to approach you with a request to depute Secretarial Executive/Officer(s) for our following 2 Days Residential Corporate Training Programme in Kerala. The details are as follows:-

AD/DS-IV

Topic: "COMMUNICATION & PRESENTATION SKILLS FOR SECRETARIES" -27-29 Oct.15

Topic: "EMOTIONAL INTELLIGENCE & EFFECTIVE LEADERSHIP" -24-26 Nov.2015

Venue: Kumarakom Palace Conference Boat, Vembanad Kayal, Kumarakom, Kerala

Sh. Nandish
20/9

29/9/15
30/9/15
40/

are glad to submit that the following Central Govt. Public Sector Organizations deputed their Executive/Manager(s) for our recent past residential training programs held during April and mid September 2015.

South Eastern Coalfields Ltd., - Bilaspur, LIC of India-Chennai, Bharatiya Nabhikiya Vidyut Ltd.(A PSU under Dept. of Atomic Energy)-Kalpakkam, Reserve Bank of India-Mumbai-Jaipur-Service Board Mumbai, Bank of Baroda-Mumbai, Mahanadi Coalfields Ltd.-Sambalpur, NHPC-Arunachal Pradesh, Punjab National Bank-New Delhi, NTPC-Rihand, National Fertilizers Ltd - Noida, Rourkela Steel Plant-Rourkela, National Building Construction Corporation-New Delhi, Chennai Petroleum Corporation Ltd., ONGC-Dehradun.

Awaiting reply

With respectful regards,

Yours respectfully



P. Radhakrishnan

Director



ADMINISTRATIVE STAFF COLLEGE OF INDIA
Bella Vista, Raj Bhavan Road, Hyderabad - 500 082, India

Nomination Form

Program on

Effective Human Resource Training & Development

November 16- 20, 2015

1982

Nominee's Personal Information :

Name	:	_____	Date of Birth	:	_____
Designation	:	_____			
Organisation	:	_____			
Address	:	_____			
Phone(s)	:	(Off.) _____	(Mobile)	:	_____
e-mail	:	_____		Home	:
Education	:	_____		Fax	:

Training Programs Attended : _____

Nominee's Career Profile

Organisation	Position	Responsibility	No. of Years

Expectations from the program :

Medical Insurance :

Name of the Insurance Agency	Policy Number	Validity upto

Note : Coverage should be available in Hyderabad, India

Amount Payable :	Mode of Payment (DD/Ch) :
Instrument Number:	Date of Instrument
Name of the Bank :	

Signature of the Sponsoring Authority :

Name :

Designation:

Date :

NOTE : Forward nomination form to : Mrs. P. Mahalaxmi, Programs Officer, Administrative Staff College of India, Bella Vista, Hyderabad - 500 082. Phone: 0091-40-66534247, 66533000, Mobile: 09246203535, Telefax: 0091-040-23324365, Fax: 0091-040-66534356, e-mail: poffice@ascl.org.in

Administrative Staff College of India

course ware (in electronic form) working lunch and other facilities of the College including internet usage.

A 5% concession on the Program fee is available to the sponsoring organizations ensuring payment into the College Bank account before the commencement of the Program. In addition, a discount of 10% is applicable to the second nominee onwards, from the same organization for this Program. Bank details are given below:

For Foreign Participants :

Receiver's	Bank of America New York (SWIFT: BOFAUS3N)
Correspondent Bank	Via Chips ABA 0959 for Account UID 002473 Via Fedwire 026009593
For Credit of	State Bank of Hyderabad Treasury Department Mumbai, India. SWIFT BIC - SBHYINBB002Nostro A/c No.6550992180
Ultimate Beneficiary	Administrative Staff College of India A/c No.62090698960 State Bank of Hyderabad Bellavista Raj Bhavan Road Branch Hyderabad.

For Indian Participants :

BANK PARTICULARS

Bank Name	State Bank of Hyderabad
Address line 1	6-3-1092, 1 st Floor, A Block
Address line 2	Raj Bhavan Road Branch (Bella Vista)
Address line 3	Hyderabad - 500 082
Beneficiary A/c	Administrative Staff College of India
Bank A/c No.	62090698675
Bank MICR No	500004008
NEFT IFSC Code	SBHY0020063

Organisational sponsorship is essential

MEDICAL INSURANCE

The nominees are requested to carry with them the proof of Medical Insurance. The sponsoring agency is required to endorse the nominee's medical coverage in the event of hospitalization.

LAST DATE FOR NOMINATION

Please use the prescribed/attached form. Last date is **November 02, 2015**. Kindly contact Mrs P Mahalaxmi, Programs Officer for further information (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

November 09, 2015. Any withdrawals after this date will entail forfeiture of fee paid, if any.

ASCI ALUMNI ASSOCIATION

Participants of the college programs will automatically become members of the ASCI alumni association.

CERTIFICATE OF PARTICIPATION

The college issues a Certificate of Participation on conclusion of the program.

Program Director

Dr. Harsh Sharma

E-mail : harsh.sharma@asci.org.in





Effective Human Resource Training & Development November 16 - 20, 2015



Management Development Programs for 2015-2016

Programs	From	To	Programs	From	To
GENERAL MANAGEMENT			Individual Excellence for Organizational Effectiveness	30-Nov-2015	04-Dec-2015
Advanced Management Program - 2015	17-Aug-2015	28-Aug-2015	Competencies for Strategic Leadership & Change Management	07-Dec-2015	11-Dec-2015
Empowering Proven Leaders to Drive Strategic Renewal for Sustainable Growth (Study Tour to Milan, Zurich, Paris & Amsterdam)	06-Sep-2015	20-Sep-2015	Leadership Skills Development	14-Dec-2015	18-Dec-2015
Index Based Crop Insurance - Concepts, Design and Implementation	24-Aug-2015	28-Aug-2015	Values Driven Leadership	07-Jan-2016	09-Jan-2016
Business Excellence for Agri Business Professional	21-Sep-2015	23-Sep-2015	Communication Skills for Managers	18-Jan-2016	22-Jan-2016
Effective Land Acquisition, Resettlement & Rehabilitation (LARR)	05-Oct-2015	09-Oct-2015	HRM for Line Managers	01-Feb-2016	05-Feb-2016
Program for Young Managers	05-Oct-2015	16-Oct-2015	Executive Coaching and Mentoring: Competencies to Develop Future Leaders	08-Feb-2016	12-Feb-2016
GMP Enabling strategies for 'Make in India' and 'Skill Development'	05-Oct-2015	09-Oct-2015	Team Building and Conflict Management	08-Feb-2016	12-Feb-2016
Study Tour to Berlin, Cologne Bonn - Maastricht and Amsterdam	19-Oct-2015	31-Oct-2015	Managing Creativity and Innovation	15-Feb-2016	17-Feb-2016
Ethical Leadership in Public Governance	16-Nov-2015	18-Nov-2015	Strategic Human Resource Management	22-Feb-2016	26-Feb-2016
Social Impact Assessment	07-Dec-2015	09-Dec-2015	Good Governance and Sustainability through HR Practices	22-Feb-2016	24-Feb-2016
GMP for Senior Executives SEC - 126	04-Jan-2016	29-Jan-2016	Decision Making for Effective Leadership	29-Feb-2016	04-Mar-2016
MDP for Women Executives	18-Jan-2016	22-Jan-2016	HEALTH STUDIES		
Leadership & Performance Management	18-Jan-2016	22-Jan-2016	Empowering Hospital Administrators with Management Skills in Turbulent Times	15-Feb-2016	19-Feb-2016
Ethics & Values in Administration	01-Feb-2016	03-Feb-2016	INFORMATION TECHNOLOGY		
Using Data for Program Monitoring & Evaluation	06-Feb-2016	10-Feb-2016	Leveraging Big Data and Analytics	14-Sep-2015	16-Sep-2015
Base Line Survey for R&R - CSR Projects	07-Mar-2016	09-Mar-2016	IT Enabled Knowledge Management		
ECONOMICS			e-Learning and Digital Education	07-Mar-2016	09-Mar-2016
Financial Systems, Management and Accountability in Government	17-Aug-2015	21-Aug-2015	INFRASTRUCTURE		
Participatory Planning: Challenges, Issues and Implementation	02-Nov-2015	04-Nov-2015	Urban Futures Planning	30-Jul-2015	01-Aug-2015
ENERGY			Housing for All: Implementing the National Vision	04-Sep-2015	06-Sep-2015
Electricity Distribution Management	31-Aug-2015	04-Sep-2015	Local Government Performance: Learning from Global Leaders	13-Nov-2015	15-Nov-2015
ENVIRONMENT			Urban Infrastructure Project Preparation and Management	12-Feb-2016	14-Feb-2016
Biological Impact Assessment for projects	28-Sep-2015	30-Sep-2015	Urban Apps: Top 25 Global Urban Applications	17-Mar-2016	19-Mar-2016
Environmental Regulations, Aspects and Mitigation			INNOVATION AND TECHNOLOGY		
Planning for Building and Construction Projects	08-Feb-2016	10-Feb-2016	Managing Strategic Innovation	07-Dec-2015	09-Dec-2015
FINANCE			Strategic R&D Management	14-Dec-2015	16-Dec-2015
Project Appraisal and Financing	03-Aug-2015	07-Aug-2015	MARKETING		
Companies Act, 2013 - Impact on Corporates			Service Excellence: Public Private and Social Sector Experience	20-Aug-2015	22-Aug-2015
Finance for Non-Finance Executives	28-Nov-2015	28-Nov-2015	Strategic Brand Management	14-Sep-2015	16-Sep-2015
Business Collaborations - Strategic Alliances, Joint Ventures and Acquisitions	09-Dec-2015	11-Dec-2015	Enhancing Sales Performance through Effective Leadership	16-Nov-2015	20-Nov-2015
Corporate Valuation & Due Diligence	04-Jan-2016	06-Jan-2016	Developing The Leading Edge with Strategic Marketing	02-Nov-2015	06-Nov-2015
Advanced Financial Management	18-Jan-2016	20-Jan-2016	Creating and Managing Digital Presence	30-Nov-2015	02-Dec-2015
Business Risk Management	01-Feb-2016	05-Feb-2016	Creating Social Value Through Corporate Social Responsibility	14-Dec-2015	16-Dec-2015
Financial Decision Making for Managers	04-Feb-2016	06-Feb-2016	OPERATIONS		
Strategies for Cost Leadership	15-Feb-2016	17-Feb-2016	Procurement Procedures for World Bank Aided Projects	27-Jul-2015	07-Aug-2015
GENDER STUDIES			Procurement Procedures for World Bank Aided Projects	27-Jul-2015	07-Aug-2015
Gender Mainstreaming, Budgeting and Auditing			Project and Contract Management	24-Aug-2015	28-Aug-2015
Practices for Equity and Accountability	23-Nov-2015	25-Nov-2015	Procurement Procedures for World Bank Aided Projects	23-Nov-2015	04-Dec-2015
HUMAN RESOURCE MANAGEMENT			Materials and Supply Chain Management	30-Nov-2015	04-Dec-2015
Leadership Skills Development	03-Aug-2015	07-Aug-2015	Project and Contract Management	01-Feb-2016	05-Feb-2016
Transactional Analysis for Interpersonal Effectiveness	10-Aug-2015	12-Aug-2015	Procurement Procedures for World Bank Aided Projects	15-Feb-2016	26-Feb-2016
Negotiation Skills	24-Aug-2015	26-Aug-2015	URBAN GOVERNANCE		
Effective Trade Union Management	07-Sep-2015	11-Sep-2015	Public Private Partnership in Urban Infrastructure & Service Delivery	26-Aug-2015	28-Aug-2015
Personality Development	21-Sep-2015	25-Sep-2015	Change Management for Achieving continuous Water Supply for all in Urban Areas	05-Oct-2015	09-Oct-2015
Building High Performance in Organizations Through Work Life Balance	28-Sep-2015	30-Sep-2015	International Certification Program - Change Management for Achieving Continuous Water Supply for All in Urban Areas (India & Tel Aviv & Jerusalem in Israel)	26-Nov-2015	04-Dec-2015
HR Audit	05-Oct-2015	07-Oct-2015	Change Management for Achieving continuous Water Supply (24/7) for all in Urban Areas	06-Jan-2016	10-Jan-2016
Developing Emotionally Intelligent Leadership	26-Oct-2015	30-Oct-2015	International Training Program on Smart Cities - (India & Barcelona, Amsterdam) - 9 days	11-Feb-2016	19-Feb-2016
Human Factors and Workplace Safety	02-Nov-2015	04-Nov-2015	Achieving Universal Urban Sanitization	14-Mar-2016	18-Mar-2016
Effective Human Resource Training & Development	18-Nov-2015	20-Nov-2015			
Strategic Human Resource Management (Study Tour with International Component)	18-Nov-2015	20-Nov-2015			
Improving Work Culture	21-Nov-2015	29-Nov-2015			
	23-Nov-2015	25-Nov-2015			



Administrative Staff College of India

Bella Vista, Raj Bhavan Road, Khairatabad,
Hyderabad - 500 082, India
Telefax (Programme Office) : 0091- 40-23324365
Phone : 0091- 40-66534247, Fax : 009 - 40-66534356
Cable : BELLAVISTA, Email : poffice@asci.org.in

Delhi Campus

C-24, Institutional Area
South of IIT, Behind Qutub Hotel
New Delhi - 110 016
Phone Nos : 011 - 26962204, 26961750, 26961850

website : <http://www.asci.org.in>

PROGRAM PERSPECTIVE

Training and Development is a key strategic issue for organizations. It helps organizations to determine the extent to which their human assets are viable investments. Because much of the return on investment in training and development may be difficult to quantify in the short run, organizations should take a holistic view of training and development with regard to the kinds of employees and the skills and knowledge bases necessary to achieve strategic objectives. Changes in how work is performed and the organizational context in which the work is conducted mandate that organizations conduct specific, targeted, strategic training and development initiatives as a prerequisite for continued success.

In many Indian Organizations, HR Departments are typically staffed with people from non-HR background though they are technically highly skilled. There are several challenges involved in running training and development functions. With the right attitude, appropriate skills, and relevant knowledge base, employees working in T&D can fulfill the objectives of their function. This program primarily aims at to help participants in conceptualizing Effective Human Resource Training & Development, and planning, organizing, conducting customized training programs effectively.

PROGRAM OBJECTIVES

- To help participants upgrade their knowledge base in the training & development function through exposure to emerging concepts, techniques, and methodologies
- To enable participants to align the human resource training & development function with corporate philosophy and business strategy

PROGRAM CONTENT

- Human Resource Training & Development: Contemporary Concepts & Challenges
- Analysis and Determination of Training Needs: Current Approaches
- Developing Appropriate Training and Development Strategy

- Competency Based Training and Development Methodology
- Coaching and Mentoring for Developing Strategic Hr Vision
- Principles of Adult Learning
- Training Methods
- Audit of Training and Development
- Training Effectiveness Evaluation

METHODOLOGY

The program will use a learner-centric approach and a rich blend of multiple experiential processes such as group discussions, case method, role-play, exercises, and lectures. The participants will be provided opportunities to practice various training techniques.

ELIGIBILITY

Senior and middle level executives in-charge of T&D function, primarily responsible for planning, organizing, and conducting Executive Development Programs and in-house trainers and facilitators will be benefited from this program.

VENUE

The program is fully residential and the participants will be accommodated in air conditioned single rooms. The college does not provide accommodation for the family. College will arrange transport between airport / railway station and venue. The College is WiFi enabled in comprehensive way.

DURATION

The program duration is from Monday November 16, 2015 to Friday November 20, 2015. The participants are expected to arrive a day before commencement and may leave after the conclusion of the program.

PROGRAM FEE

Rs.54,000/- (US \$1840 if foreign) plus 14% Service Tax per participant will be charged to cover tuition, boarding and lodging, courseware(in electronic form) and other facilities of the College including Internet usage.

Rs.46,500/- plus 14% Service Tax will be charged per Indian participant who does not avail hostel accommodation to cover tuition,

OFFICE OF THE CHIEF SECRETARY
GOVT. OF NCT OF DELHI

28 SEP 2015

Dy. No.



फा.सं / FILE NO: A-33058/2/2015

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(आईएसएमए 9001:2008 संस्था / AN ISO 9001:2008 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),

ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067 / OLOF PALME MARG, NEW DELHI - 110067

दूरभाष / TELEPHONE - 011-26102597; टेलीफैक्स / FAX - 011-26104183

Delhi Sachivalaya

R&I Br.

Govt. of NCT of Delhi

28 SEP 2015

दिनांक / Date: 7th September, 2015

To

1. Secy. to the Govt. of India (All Ministries / Departments)
2. All Attached & Subordinate Offices.
3. All State Governments / All Union Territories
4. The Central Vigilance Commission / Election Commission of India / UPSC
5. All Public Sector Undertakings / All Autonomous Bodies

Subject: Training Circular – Training Programme on Principles of Natural Justice (Code-PNJ-01)
– to be conducted by this Institute on 7th December, 2015

Sir,

A training programme on "Principles of Natural Justice" will be conducted in this Institute 7th December, 2015. The details of the programme i.e. the Aim, Course contents, Level and Type of Participants, Venue etc. are given in Annexure-I.

2. Nomination form for the course may be filled online at http://www.istm.gov.in/home/online_nomination_form. It may kindly be noted that it is mandatory to fill form online. However, the nominees must ensure that his/her nomination is cleared by his/her sponsoring authority before applying online. The sponsoring authority letter's may be sent separately by post.

3. Only such officers should be nominated who can attend the programme on whole time basis. While making nominations the level and type of participants as indicated in Annexure-I may kindly be borne in mind. An officer who has already attended similar programme conducted by ISTM or any other should not be nominated for this programme. Nominations of eligible officers complete in all respect should reach the undersigned latest by 01.11.2015

4. Only such candidates, whose nominations are accepted for the Training Programme by the Institute of Secretariat Training & Management, would be allowed to join the course. It is, therefore, reiterated that nominees should be relieved only after acceptance by the Institute. The acceptance of nomination letter will be uploaded in ISTM website www.istm.gov.in one month prior starting of the course and no separate communication by post would be issued.

Encl: as above

Yours faithfully,

(Naresh Bhardwaj)
Deputy Director &
Course Director
Tele: 26102597

COURSE INFORMATION SHEET

20/11/15

CODE : PNJ
 TITLE : Principles of Natural Justice
 DURATION : 1 Day (07.12.2015)
 VENUE : ISTM, JNU Campus (Old)

1. AIM OF THE PROGRAMME:

To equip the participants with requisite knowledge and skills in application of Principles of Natural Justice in Administration as well as Quasi-judicial area.

2. BROAD CONTENTS OF THE COURSE:

- Importance of Principles of Natural Justice and their application in effective decision making.
- Constitutional provisions relating to application of PNJs.
- Source of Principles of Natural Justice.
- Important court judgments on PNJ.
- Sharing of experience by participants on application of PNJs.
- Effects of non-applicability of PNJs.

3. METHODOLOGY

Lecture	Case studies
Discussion	Practical exercises, etc.
Group discussion	

4. ELIGIBILITY CONDITION - The programme is meant for the officers of the level of dealing Assistants, Section Officers and above in the Central Secretariat and officers of comparable status in the Central Govt. Offices/ State Govts. Autonomous Bodies, Public Sector Undertakings etc.

5. COURSE CAPACITY : 25

6. COURSE FEE AND OTHER EXPENSES:

In the case of persons nominated from Public Sector Undertakings, Autonomous Bodies, a Capitation fee of Rs.2000/- (Rupees Two thousand only) will be charged. The capitation fee may be sent in the form of a Bank Draft/Cheque drawn in favour of 'Assistant Director, ISTM, New Delhi' or brought by the trainee concerned. Other participants of Central / State Government need not pay any course fee.

7. HOSTEL ACCOMMODATION:

ISTM has a modest hostel facility where AC rooms are available, on twin sharing, on first come first served basis. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the participants may contact the Caretaker or Hostel Warden at Tele. No.011-26172571. Family members of the participants are NOT allowed to stay in the hostel with the participants

NOTE: Names of Candidates whose nominations are accepted by ISTM will be displayed on the website of ISTM i.e. www.istm.gov.in. They may be relieved only after display of their name on the website of ISTM. No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants are advised to check the website of ISTM regularly i.e. www.istm.gov.in.

राष्ट्रीय उत्पादकता परिषद्

(वाणिज्य एवं उद्योग मंत्रालय भारत सरकार के अन्तर्गत)

उत्पादकता भवन, 5-6, इन्स्टीट्यूशनल एरिया,
लोधी रोड, नई दिल्ली - 110003



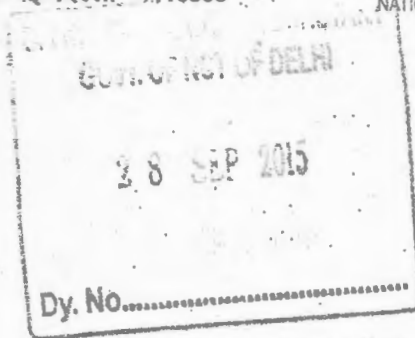
NATIONAL PRODUCTIVITY COUNCIL

NATIONAL PRODUCTIVITY COUNCIL

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

Utpadakta Bhawan, 5-6, Institutional Area,

Lodi Road, New Delhi - 110 003



P.O.No.: NPC/HQ/HRM/T/11/2015-16

Date: 28-8-2015

CHIEF SECRETARY
GOVT OF N C T OF DELHI
SECRETARIAT
NEW DELHI
NEW DELHI

Delhi Sachivalaya
Raj Br.
Govt. of NCT of Delhi

28 SEP 2015

Dy. No. 44/2015/42021

Subject : Residential Programmes on "Stress and Time Management"
From Dec. 7 – 11, 2015 at Kanyakumari

Dear Madam / Sir (s),

NPC has continuously endeavoured to upgrade and assist the organisations in enhancing their efficiency & effectiveness through active learning imbibed in its training courses aimed at benefiting both the employers as well as employees. These learnings then could be constructively translated within organizations for increasing the Productivity, Quality and Profitability.

Thus, once again with the multifold objectives of gaining further insights and knowledge we have designed residential programmes on "Stress and Time Management" From Dec. 7 – 11, 2015 at Kanyakumari wherein we invite your active participation. The accompanying brochure provides further details about the program.

We are sure the programme will be very useful. You may like to sponsor some of your officials to participate in this programme. Seats in the program are limited, therefore, you may like to send your nominations at the earliest.

Looking forward to your early response.

Yours faithfully

(Umashankar Prasad)
Director (HRM)

Encl : Program Brochure

30/9/15



NATIONAL PRODUCTIVITY COUNCIL
www.npcindia.gov.in

ANNOUNCES RESIDENTIAL PROGRAMME ON

“STRESS AND TIME MANAGEMENT”

From Dec. 7 – 11, 2015 at Kanyakumari

INTRODUCTION

Employers should provide a stress-free work environment, recognize where stress is becoming a problem for staff, and take action to reduce stress. Stress in the workplace reduces productivity, increases management pressures, and makes people ill in many ways; evidence of which is still increasing. Workplace stress affects the performance of the brain, including functions of work performance, memory, concentration and learning. A lot of working days are lost every year because of stress. Stress is believed to trigger frequent visits to doctors and is leading to serious illness. Stress at work also provides a serious risk of litigation for all employers and organisations, carrying significant liabilities for damages; bad publicity and loss of reputation. Dealing with stress related claims also consumes vast amounts of management time. So, there are clearly strong economic and financial reasons for organisations to manage and reduce stress and conflict at work aside from the obvious humanitarian and ethical considerations.

Employees face tremendous pressures as they struggle to respond to the needs of internal and external customers, while struggling to fulfill the requirements of increasing regulatory burdens. This fast-paced highly interactive training program will help employees apply proven time management principles to help establish priorities, eliminate distractions, streamline processes and reduce paperwork. Participants will be able to immediately apply skills when they are back on the job.

BROAD COURSE CONTENTS

- * Understand the different types of Stressors
- * Develop & Design De-Stressing Plan for Individual Effectiveness
- * Gain a balance between professional goals and personal time
- * Use time management tools more effectively & Productively
- * Set goals and prioritize them to determine if activities are goal-directed

PARTICIPANT'S PROFILE

All employees across all levels; working in Ministries, Central and 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.