

# NATIONAL PRODUCTIVITY COUNCIL

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

## REGIONAL DIRECTORATE

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

Phones : 0512-2224860, 2224176

Fax : 0512-2224177

E-mail : npckanpur@bsnl.in, kanpur@npcindia.gov.in

Website : www.npcindia.gov.in



# राष्ट्रीय उत्पादकता परिषद्

(वाणिज्य एवं उद्योग मंत्रालय के अधीनस्थ, भारत सरकार)

## क्षेत्रीय निदेशालय

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

दूरभाष : 0512-2224860, 2224176

फैक्स : 0512-2224177

ई-मेल : npckanpur@bsnl.in, kanpur@npcindia.gov.in

वेबसाइट : www.npcindia.gov.in

Ref. No. : HR/3P/PA-PS/1-2/2018

Date : 10 February, 2018

**Chief Engineer (P & M)**

Himachal Pradesh State Electricity Board

Vidyut Bhawan

SHIMLA - 171 004

Himachal Pradesh

### Subject : Residential Training Programmes on

(1) "Stress Management through PQH Model" at Mount Abu (Rajasthan) during 23-27 April, 2018

(2) "Performance Management for Executive Secretaries, PA, PS & Office Staff" at Mussoorie during 14-18 May, 2018

Dear Sir,

We are pleased to announce Two Residential Training Programmes on "Stress Management through PQH Model" at Mount Abu (Rajasthan) during 23-27 April, 2018" and "Performance Management for Executive Secretaries, PA, PS & Office Staff" at Mussoorie during 14-18 May, 2018.

These programmes have been designed for the benefit of organizations in Government, Public Sector, Private Sector, Co-operatives and Service Sector including Banks, Insurance Cos., Education Sector, Colleges / Universities / Institutions, etc.

We trust, you would like to avail this opportunity by nominating couple of employees from your organization in order to get the benefit in totality.

We are enclosing the brochure which gives details about topics to be covered along with the financial implications.

The Programme is especially designed to equip participants to improve their self-performance vis-a-vis organizational performance in order to improve the productivity, quality and service delivery and finally profitability of their organizations.

Thanking you,

P.S. 2/18

C.E. (P&M)

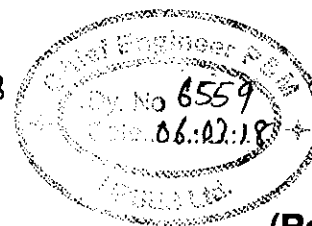
S.E. (E)

S.E. (C)

Supa

CHM

6.03.18



Yours faithfully,

*R Dubey*

(Rameshwar Dubey)

Regional Director

Encl.: Brochure

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

Offices at : Bengaluru, Bhubaneswar, Chandigarh, Chennai,

Delhi, Gandhinagar, Guwahati, Hyderabad, Jaipur, Kolkata, Mumbai, Patna

## PARTICIPATION FEE

Fee per participant per programme is as follows :

- Rs. 49,500/- (Rupees Forty Nine Thousand Five Hundred only) + GST @ 18% for Mount Abu programme and Rs. 47,500/- (Rupees Forty Seven Thousand Five Hundred only) + GST @ 18% for Mussoorie programme on actual fee per participant per programme. Stay will be provided on single occupancy basis. These charges are towards professional fees, board, lodge, course material and industrial / sightseeing visits & GST.
- Delegate coming with spouse will pay an additional Rs. 1500/- (Rupees One Thousand Five Hundred Only) per day towards stay, bed tea, breakfast, lunch, dinner etc. directly to the Hotel and share the same room.
- Delegate coming with Children having the age between 06-12 years will be charged additional Rs. 1000/- (Rupees One Thousand only) per child per day payable directly to the Hotel and share the parent's room.

## NOMINATIONS

The organization may please send the nominations, stating the name, designation; their mobile and contact no. with full address, alongwith required demand draft favouring **National Productivity Council** ten days before start of the programme date positively to the following address. Replacement of enrolled participants will be honoured. Total no. of seats per programme are 30 only. First come first serve criteria will be followed.

## National Productivity Council

4<sup>th</sup> Floor, Kabir Bhawan  
(U.P.S.H.C. Ltd's Building)

G.T. Road, Kanpur - 208005

Phone: 0512-2224176, 2224860, Fax: 0512-2224177

E-mail: npckanpur@bsnl.in, kanpur@npcindia.gov.in, Visit us at: www.npcindia.gov.in

## INQUIRIES

Rameshwar Dubey  
Regional Director

S. K. Nigam  
Co-ordinator, (Mob.: 8005175832)

## OUR OTHER PROGRAMMES ARE AS FOLLOWS

- Developing Work Culture through Attitudinal Change during 04-08 June, 2018 at Dalhousie
- Stress & Time Management through PQH Model during 02-06 July, 2018 at Gangtok
- Developing Work Culture through Attitudinal Change during 22-26 Oct., 2018 at Nainital
- Modern Office Management for Executive Secretaries, PA, PS & Office Staff during 26-30 Nov, 2018 at Goa
- Performance Management & 3Ps - PQH Model during 17-21 Dec., 2018 at Goa
- Advance Course on Performance Management & 3Ps - PQH Model during 31 Dec., 2018 to 04 Jan, 2019 at Lakshadweep
- Performance Management for Executive Secretaries, PA, PS & Office Staff during 04-08 Feb, 2019 at Kaziranga (Assam)

## Residential Training Programmes

On  
**Stress Management through PQH Model**

23-27 April, 2018 at Mount Abu

And  
**Performance Management for Executive Secretaries, PA, PS & Office Staff**

14-18 May, 2018 at Mussoorie



C.E. (P & M)

S.E. (E)

S.E. (C)

Supa

Conducted By :



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NPC GST Registration No.: 09AAATN0402F1Z4, NPC PAN : AAATN0402F

## Stress Management through PQH Model

### INTRODUCTION

The stress may be understood as 'the adverse reaction people experience due to excessive pressure or other types of demand placed upon them'. With the rise of globalized and connected economy, the pressure has increased many fold on the businesses to increase the performance continually for sustaining the competition. This translates into individual employee stress. There is increasing reliance on electronic communication technologies; this means that people are no longer having as many face-to-face conversations that help put life and its problems into perspective.

As the stress is increasing in today's business and social environment leading to changes in the individual behavior, attendance or performance in the workplace; it has become prerogative for the employers to recognize the problem & facilitate employees to work efficiently and effectively by handling the individual employee stress. This will enable improvement in employees productivity and sustain organizational performance.

This programme has been designed to help the employees recognize the early signs of stress at work/home and develop a programme to prevent & manage stress using the management principles along with self help tools.

### PROGRAMME - OBJECTIVE

*This programme has been designed to :*

- Prepare the participants for efficient working and handling the work and individual related stresses smoothly
- Improved Management of Time

### PROGRAMME - COVERAGE

- \* Understanding different type of stressors & its early signs
- \* Develop & design de-stressing plan for individual effectiveness
- \* Gain a balance between professional goals and personal time
- \* Using time management tools for personal effectiveness
- \* Set goals and prioritize them to determine if activities are goal directed
- \* Yoga and Stress - Hands on practice in Yoga

### PARTICIPANT PROFILE

All employees across all levels, working in Ministries, Central & State Government Departments, Central and State PSUs, Banks and Financial Institutions, Boards, Administrative Bodies, Co-operative Sector, MNCs, Universities/Ccolleges, Education Sector and Private Sector etc.

### FACULTY & METHODOLOGY

Senior Faculty Members from NPC & Management Consultants from other Institutions will conduct the programme. Besides Interactive Presentation Sessions, Group Discussions, Case Studies, Role Plays, Group Games, Exercises and Informative Films will be used to stimulate learning.

Place and Dates

Place: Mount Abu, Rencol - 27 April 2018

Check in: 23 April 2018 (11:00 AM) Check out: 27 April 2018 (11:00 AM)

## Performance Management for Executive Secretaries, PA, PS & Office Staff

### INTRODUCTION

The fast changing business environment has brought in unprecedented role changes of all the employees working in an organization. Busy senior executives have now much higher expectations from their Secretaries and Office Staff to conserve their own energy and save precious time. Secretaries and office staff have not only to be perfectly competent in their conventional roles, but also have to actively assist their senior executives on many other fronts in their new support roles. Professional capabilities, approach and attitude of Secretaries have, therefore, to undergo a seachange.

### PROGRAMME - OBJECTIVE

*This programme has been designed to .*

- \* Prepare Secretaries and Office Staff to come up to the expectations of executives
- \* Enrich them to become an asset for the boss and organization, as a whole
- \* Impart better appreciation of their new roles and responsibilities, and
- \* Provide them exposure in the areas of potential professional growth

### PROGRAMME - COVERAGE

- \* Emerging Role of Executive Secretaries, PA and Office Staff
- \* Effective Handling of Key Work Areas
- \* Managing the Boss and his Office
- \* Managing Time and Stress at Workplace
- \* Developing Inter-personal Skills
- \* Developing Team Work in the Office
- \* Developing Written and Verbal Communication
- \* Developing Positive Human Relations at Workplace
- \* Developing Positive attitude towards work

### PARTICIPANT PROFILE

Executive Secretaries, Private Secretaries, Personal Assistants, Stenographers, Office Staff and those who discharge secretarial duties and responsibilities, will be benefitted by this programme.

### FACULTY & METHODOLOGY

Senior Faculty Members from NPC & Management Consultants from other Institutions will conduct the programme. Besides Interactive Presentation Sessions, Group Discussions, Case Studies, Role Plays, Group Games, Exercises and Informative Films will be used to stimulate learning.

Place and Dates

Place: Mount Abu, Rencol - 14-15 May 2018

Check in: 13 May 2018 (11:00 AM) Check out: 15 May 2018 (11:00 AM)