



Rajasthan State Productivity Council

राजस्थान राज्य उत्पादकता परिषद्



TRAINING PROGRAMME ON

“Stress & Time Management at Workplace”

November 18-22, 2019 at Jaisalmer

The Need:

Changes are required to be made, for improvements in the organisation. It has been observed that there is resistance to change, Therefore there is a need for identifying the required changes at first and then planning for and motivating all concerned, to successfully introduce these changes, within reasonable time, for overall benefits.

Stress affects us both negatively and positively. On the positive side, stress motivates us to get more done—as in working towards a deadline. On the negative side, stress causes us to feel overwhelmed and procrastinate.

Keeping this in view the above training programme has been designed for building high performing teams, identifying the symptoms of excessive stress and then learning to cope up with same, within reasonable time, for overall benefits to and the progress of the individual and organisation.

Programme Outcome:

- Develop and assess Team building Skills.
- Establish a productive and co-operative team with all concerned, set priorities for resources management.
- Identify symptoms of excessive stress, learn to cope up with same.
- Maintain good harmonious relationships and feeling of teamwork in the organization.

Coverage:

- Team Building: Concept & Process
- Team Building Styles and Skills
- Team Building Assessment and Exercise
- Stress Management, an Overview
- Symptoms of Stress
- Coping with Excessive Stress
- Time Management

Participant's Profile:

All level Executives/Managers/Officers/Supporting Staff and others from various functions from Government Departments, Ministries, PSUs, Private Sector, Corporations, Boards, Banks, Cooperative sector, Educational Institutes, Autonomous organisations, Service Sector organizations and others.

Dates & Venue:

November 18-22, 2019 at Jaisalmer

Check-In: 18/11/2019 (FN 1200 Hrs.),

Check-Out: 22/11/2019 (FN 1100 Hrs.) **4 Nights Stay.**

Programme starts on 18/11/2019 at 1600 Hrs.

Programme closes on 22/11/2019 at 1030 Hrs.

Facilitator:

The Faculty would include specialists from Rajasthan State Productivity Council members and invited speakers from organizations/ institutes of eminence.

Methodology:

Interactive lecture sessions from subject experts, group discussions, experience sharing, case exercises and many more.



Study Tour:

Programme includes a half day study/ cultural tour to nearby places.

Fees:

- ❖ **Rs. 49500/- + 18% GST** for residential participants, inclusive of boarding and lodging arrangements for **4 nights** on **single sharing** basis & Course Material Kit.
- ❖ **Rs. 39500/- + 18% GST** for residential participants, inclusive of boarding and lodging arrangements for **4 nights** on **double sharing** basis & Course Material Kit. (For twin sharing minimum 2 participants with same gender required from same org)
- ❖ **Rs. 29500/- + 18% GST** for **non-residential** participants, inclusive of lunch and course material kit.

***Group Discount for 5 or more participants @ 5% Or**
****Early Bird Discount @ 5%, if nomination with fees is received 15 days before the start of the programme.**

*****Spouse is welcome on nominal charges basis, which may be around Rs. 500/- per day.**

******Children charges above 6 years @ Rs. 1,000 per day.**

We can design programmes to the specific learning needs of your organisation (minimum group sizes of about 10 participants), and we look forward to collaborating with you in the process.

Registration:

Advance intimation for registration may be sent by the organizations with names of participants, designation, name of organization, contact details with email ID and mobile no. through E-mail/ Fax to RSPC. Full details along with the Cheque/Demand Draft, drawn in favour of **Rajasthan State Productivity Council**, payable at Jaipur should be sent by speed post or courier to RSPC. Fees may be sent to RSPC Jaipur through **ECS to: Name of Bank: Punjab National Bank, Bank A/c No. 0221000100282284, RTGS/NEFT/IFSC Code: PUNB 0022100, MICR Code: 302024003, PAN: AACAR7427F, Goods and Services Tax (GST) Registration No.: 08AACAR7427F1ZG.**

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No.RSPC/2019/11/1
01/07/2019

Dear Sir/Madam,

Rajasthan State Productivity Council (RSPC) Jaipur is pleased to announce its **Calendar of Training Programmes 2019 and its Training Programme on “Stress & Time Management at Workplace”** during **November 18-22, 2019 at Jaisalmer.**

Rajasthan State Productivity Council (RSPC) is a non-profit making autonomous organisation established as a registered society in the year **1959** under the Societies Registration Act with the objective to promote productivity culture in India. RSPC provides Consultancy and Training and undertakes research in the areas of productivity and quality, besides implementing the productivity promotion programmes of the National Productivity Council, India.

Building up a team to perform at its best is fundamental to Team building. Stress affects us both negatively and positively. On the positive side, stress motivates us to get more done—as in working towards a deadline. Keeping the above in view, this training programme aims at providing the participants an insight into various tools and techniques of building high performing teams and managing stress. It also aims at providing to the participants, perspectives that will help them in achieving improvements in the organisation and thereby obtaining various benefits.

A copy of the brochure giving programme outcome, coverage, participant's profile, methodology, dates, venue, facilitator, participation fees and registration procedure is enclosed for your kind perusal. The detailed brochure is also available on **web: www.rspcjaipur.org.**

We are sure that you would take advantage of this training programme and nominate a few officials from your organization. Kindly feel free to write to us or call us on **Phone: 9588029920 or mail at rspcjpr@gmail.com** in case any further clarifications are required. We look forward to your early response.

Thanking you

Yours faithfully,
(Purshottam Sharma)
Honorary Secretary General