

Ref: WLB/12/24

04.03.2024

WORKSHOP ON WORK LIFE BALANCE & STRESS MANAGEMENT
AT PORT BLAIR, A&N ISLANDS

National Academy of Human Resource Development (NAHRD) was established to deliver competency-enhancing learning to officials of Central Govt., State Govt., Public Sector Undertakings, Autonomous Bodies, Banks, Insurance Companies, etc. We have organized large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations across the country.

A workshop on **Work Life Balance & Stress Management** is being organized by NAHRD from **11.12.2024 to 14.12.2024 At Port Blair, A&N Islands.**

Today's career oriented people are continuously challenged by the demands of full-time work and when the day is done at the office, they carry more of the responsibilities and commitments at home. As per various surveys, majority of working force are struggling to achieve work life balance. The present workshop will turn up the focus and vitality with solutions that create more effective work practices. The present workshop will also focus on developing/ improving leadership qualities in participants attending the present workshop. This program will lead to improvement not only in job performance but also in knowledge, personality, attitude and behavior of an executive, which will benefit not only the executive but also the organization. This in turn would facilitate a conducive climate in the organization leading to optimum efficiency and performance. After participating in the workshop the officers shall have updated their knowledge and skills in the following areas:

- Identify time management challenges & assess their efficiency
- How to prioritize, delegate effectively and mastering priorities
- Analyze stress symptoms, their causes & its impact on work
- Techniques for Handling Stress
- Apply principles of time management to increase productivity on the job and enhance quality of work without/ with less stress
- Enhance level of self-awareness
- Emotional Intelligence
- Identify and improve their Influencing Tactics and Resiliency Building

Workshop Methodology

The present program will be organized on highly participative lines. The training methods will include lectures, group discussions, exercises, presentations, case studies, role-plays etc

Faculty

Smt. Shivani Garg Sabharwal is a Management & Behavioral Training Consultant. A Dale Carnegie Certified and armed with a Post Graduate Diploma in Business Administration, she has facilitated around 1200 plus hours of classroom delivery. With an experience of more than 15 years in the corporate world and certification in program 'Seven Habits of highly Effective People', she has delivered workshops as well as managed and trained teams of trainers. She carries an appropriate blend of corporate and training experience. The drive to apply management concepts taught in institutes to actual day working of the organizations is the rationale behind her trainings. She is a competent result oriented HR professional and has handled various HR Functions ranging from recruitment to performance management and on boarding to off boarding the employees. She possesses excellent interpersonal, communication and organizational skills with proven abilities, problem solving and learning. She has successfully designed and delivered workshops for various levels of participants and her sessions have been widely appreciated across industries.

Dr. Anubha Walia is a Human Process Interventionist, PCC Certified Coach, International Trainer, Author, TQM, Yoga & Wellness expert. With almost two decades of experience, spanning an eclectic mix of global conglomerates & MNCs worked with Honeywell, ICICI Bank, has empowered 60000+ professional, trained senior & high-level executives and Mid-level professionals. She stands tall with her rich education background and first lady in India doing research followed by PhD in Followership styles and Leadership Styles She is presently coaching, training and facilitating at National & International level US, Canada, UK, Hungary, Malaysia, Australia, China. Corporate engagement Change Engagement, Wellness, Team Building Cross Culture engagement, Leadership development, Quality facilitation and coaching . Her expertise lies in Leadership and Followership, Corporate planning Creative & Lateral Thinking, Change Engagement, Executive presence and many more.

Other faculty members having experience on the subject will be invited as Guest Faculty.

Multiple workshops organized by NAHRD have been attended and appreciated by officers of organizations that includes but not limited to LIC of India, Reserve Bank of India, SEBI, Coal India Ltd., Engineers India Ltd, FSSAI, Tariff Authority of Major Ports, Indian Oil Ltd, BPCL, IITs, NITs, IIITs, IIMs, IHMs, NHPC, Bank of Baroda, SBI, Punjab National Bank, NABARD, DFCCIL, HUDCO, HAL, JNPT, Syndicate Bank, IDBI Bank, Spices Board, Rail Land Development Authority, ONGC, GIC of India, EXIM Bank, Delhi Metro Rail Corporation, Mumbai Metro Rail Corporation, Election Commission of India, New India Assurance Co. Ltd., North Eastern Council, India Trade Promotion Organization, IREDA, Dredging Corporation of India Ltd., TIFAC, Wildlife Institute of India, Bharat Dynamics Ltd., Directorate General of Shipping, Bureau of Indian Standards and many more.

Participation Fee:

Single Occupancy- Rs. 69,000/- plus GST @ 18% per participant

Twin Sharing- Rs. 60,000/- plus GST @ 18% per participant

Non- Residential- Rs. 45,000/- plus GST @ 18% per participant

The participation fee for residential participants covers the cost of accommodation, meals & study material of the participants. Spouse/ family members are welcome on additional all-inclusive nominal charges in case nomination of the participant is on single occupancy. Twin Sharing is available only in case even number of participants of same gender from same organization. The participation fee for non- residential participants covers the cost of lunch & study material.

Venue: Hotel Sentinel / Peerless Resort, Port Blair, A&N Islands: 744101

Check In- 11.12.2024 (12:00 P.M.)

Check Out- 15.12.2024 (09:00 A.M.)

The workshop will commence at 9:30 A.M. on 12.12.2024 and will conclude at 5:30 P.M. on 14.12.2024. However, there will be an introductory session on 11.12.2024 after all participants have reported at the venue. In case of non-availability of rooms at the venue as on date of nomination, arrangements for stay shall be made in another property.

Nominations may be sent through post/ email by providing participants' name, designation, contact number & e-mail ID along with cheque/ DD in favor of National Academy of Human Resource Development payable at New Delhi. Please note that participation fee is to be paid at the time of nomination. Registration form can be obtained from our website. In case of payment through electronic mode, details are as under:

Name of the Beneficiary: **National Academy of Human Resource Development**

Bank: Kotak Mahindra Bank. A/c No. 8912179265. CA. IFSC Code. KKBK0004620

PAN: AAJFN7963N GSTIN: 07AAJFN7963N1ZF

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Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nominated participant is not able to attend the workshop due to any reason and no substitution is made, fees shall still be payable. In case fees have already been paid, same shall be liable to be forfeited. Participants and their accompanying guests (if any) shall be required to fulfill requirements as required by competent authorities at points of boarding and arrival. NAHRD shall not be responsible for the same. In addition, NAHRD may also require participants and their accompanying guests to fulfill certain requirement(s) which will be conveyed one week before the workshop.

Limited seats available for the present workshop and hence the nominations will be accepted on first-come-first-serve basis. Organizations are kindly requested to seek confirmation about availability before nominating. Last date for accepting nominations is **27.11.2024**.

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity.

Thanks & Regards



For NAHRD