CHIEF SECRETARY
GENERAL ADMINISTRATION (SPECIAL A&C) DEPARTMENT
GOVERNMENT OF KERALA
GOVERNMENT SECRETARIAT
THIRUVANANTHAPURAM- 695001
KERALA

No.2013/39G
03-Jul-2013

Dear Sir / Madam,

Jaipur Productivity Centre, Jaipur (JPC) is pleased to announce its 39th Residential Training Programme on “Stress & Time Management, Focus: Managerial Effectiveness” from September 23-27, 2013 at Ooty (The Nilgiris).

The aim of this programme is to provide insight to the very important aspects of Time, Executive Stress and their effect on managerial performance, along with coping strategies to perform better and remain healthy. The brochure giving programme details and methodology is enclosed for your kind perusal. The programme fee of Rs. 34500/- plus Service Tax @ 12.36% (Rs. Thirty four thousand five hundred plus Service Tax @ 12.36%) is inclusive of boarding and lodging arrangement for the participant, cost of the reading material etc. The details for electronic payment can be provided, if required.

The programme has been designed for Senior / Middle level executives from various functions and the trade union officials from private, public, co-operative sector organisations/institutions, banks, financial institutions, central and state government departments.

We are sure that you would take advantage of this and nominate a few officials from your organisation. The nomination form is also enclosed with the brochure. The last date of the nomination along with the participation fee is September 09, 2013.

Information about our programmes can also be downloaded from our website www.jpcaipur.org. Kindly feel free to write to us in case any further clarification is required.

Thanking you and hoping for an early reply,

Yours sincerely,

(C.M.Khurana)
Director

Encl: Programme Brochure

Productivity for Growth and Prosperity
JAIPUR PRODUCTIVITY CENTRE
JAIPUR

We offer following services

Consultancy – Improving Productivity for competitiveness through consultancy work. These include:

- Organisational Process Re-engineering
- System & Procedure Analysis
- Manpower Assessment & Planning
- Manpower Restructuring
- Productivity Norms
- Designing Incentive Schemes
- Total Quality Management
- Implementing Productivity Techniques like Quality Circles, Kaizen, 5-S
- Lean/ World Class Manufacturing

Training – Training to Senior/Middle/Junior level executives, Supervisor, Workers & Trade Union Leaders according to the needs of the organization in above all subject and also in:

- Human Resource Development including customized training programmes
- Worker Development Programme
- Supervisory Development Programme
- Project Management
- Zero Base & Outcome Budgeting
- Systematic Problem Solving
- Total Quality Management
- Organisational Effectiveness
- Effective Office Secretary
- Effective Office Administration & Management
- Transformational Leadership

Please indicate your areas of interest so that relevant details can be provided

Director
Jaipur Productivity Centre
41, Income Tax Colony -2,
Jagatpura Road, P.O.Malviya Nagar
JAIPUR 302017

Our Training Programme Schedule
August-December 2013

<table>
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<tr>
<th>Programmes</th>
<th>Date(s)</th>
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<tr>
<td>Effective Office Administration &amp; Management, Focus: Knowledge Management</td>
<td>Aug 19-23, 2013 at Jaipur</td>
</tr>
<tr>
<td>Finance for Non-Financial Officials / Managers</td>
<td>September 02-06, 2013 at Mussoorie</td>
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<tr>
<td>Stress &amp; Time Management, Focus: Managerial Effectiveness</td>
<td>September 23-27, 2013 at Ooty</td>
</tr>
<tr>
<td>Finance for Non-Financial Officials / Managers</td>
<td>November 25-29, 2013 at Panaji (Goa)</td>
</tr>
<tr>
<td>Transformational Leadership &amp; Change Management</td>
<td>December 16-22, 2013 at Udaipur</td>
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</table>

- Participation Fee is Rs.34500/- plus service tax @ 12.36% per participant
- Last date for registration is 14 days before commencement of each programme

39th Residential Programme

STRESS & TIME MANAGEMENT
(Focus: Managerial Effectiveness)

At
Hotel Welbeck Residency
Ooty (The Nilgiris)

September 23-27, 2013

ABOUT
JAIPUR PRODUCTIVITY CENTRE
JAIPUR

Jaipur Productivity Centre (JPC) is an autonomous organization established to promote productivity culture in India. JPC provides consultancy, training and undertakes research in the areas of productivity.

JPC Jaipur is engaged in providing training to employees at all levels in the areas of Productivity, Quality, Organisational Effectiveness and Human Resource Development. Consultancy assignments in above-mentioned areas are taken up based on the needs identified by the organisation.

JAIPUR PRODUCTIVITY CENTRE
JAIPUR, 302017

Productivity for Growth and Prosperity
INTRODUCTION

In an era of Liberalisation, Privatisation and Globalisation (LPG) the working environment within and around the organisations is becoming highly competitive. The pace of change is becoming faster, leading to a higher degree of uncertainty, stress and strain on the officials at all levels of the organisation.

Success of any organisation depends directly on the effectiveness of its people. Executive stress has a direct bearing on the performance and the health of the people. People react differently to stress at different times. Sometimes they thrive on it but sometimes they are unable to bear it. It is important that Executives/Managers learn about the sources and nature of stress and how to manage it to remain effective and healthy.

Of all the resources available to the Executive/Manager, time is a unique and most valuable resource and yet it does not receive the attention it merits.

Keeping above in view the programme has been designed to provide inputs for Executives/Managers to proactively develop coping strategies to manage time and stress for better performance and health.

OBJECTIVE:

- To develop understanding about stress and stressors.
- To create awareness about the changes required to be able to cope up with stressful situations.
- To provide the participants an opportunity for sharing of practical experiences on the subject.
- To create an opportunity to gain insight into the process of management of change.

CONTENTS:

- Changing work environment and its impact
- Managerial & Personal Effectiveness.
- Causes of stress
- Stress and its effects on individual
- Emotional Intelligence and Stress
- Stress Management Strategies
- Nature and Type of Time Wasters
- Managing Time
- Team Building
- Interpersonal relations
- Conflicts Management
- Knowledge Management

TARGET GROUP:

Stress and Time Management encompasses all levels of any organisation. The programme would be useful for all levels of officials from various functions of government departments, Private sector, Public sector, Co-operative sectors, Corporations, Banks, Financial Institutions, Service, Autonomous and Research organisations etc.

FACULTY:

Senior JPC consultants and experts from the field would conduct the training programme.

VENUE & DURATION:

Hotel Welbeck Residency, Doyy (The Nilgiris)

September 23-27, 2013
Check-in 23.09.2013 (FN)
Check-out 27.09.2013 (AN)

VENUE & DURATION:

Methodology of the programme would be participative in the nature. The sessions would be based on conceptual deliberations, self-evaluative exercises, case studies, success stories, management games and group discussions.

PARTICIPANT FEE:

Rs.34500/- plus Service Tax @ 12.36% (Rs. Thirty four thousand five hundred plus Service Tax @ 12.36%) per participant is inclusive of boarding & lodging arrangement during the programme and the programme material. The demand drafts/cheques should be drawn in favour of Jaipur Productivity Centre, Jaipur.

For the accompanying spouse the charges would be approximately Rs.3750/- for the whole duration payable to the hotel.

Permanent Account No. AABTJ3316K
Service Tax Regn. No. AABTJ3316KSD002

LAST DATE FOR REGISTRATION:

The last date for receipt of nomination along with the fee is September 09, 2013.

ENQUIRIES:

Programme Director (STW)
Jaipur Productivity Centre
41, Income Tax Colony - 2,
Jagatpura Road, P.O.Malviya Nagar
JAIPUR - 302017
Phone No. 09414271490 Fax: 0141-2750473
e-mail: jpcjaipur@rediffmail.com
cmkhurana:jpr@gmail.com

Productivity for Growth and Prosperity

NOMINATION FORM

39th RESIDENTIAL TRAINING ON
STRESS & TIME MANAGEMENT
Focus: Managerial Effectiveness
September 23-27,2013

SPONSORING ORGANISATION:

ADDRESS:

Fax:
Phone:
E-mail:

PARTICIPANTS DETAILS
(Name & Designation) ADDRESS
E-mail, Mobile

1.

2.

3.

4.

Fee: Rs.34500/- plus Service Tax @ 12.36% (Rs. Thirty four thousand five hundred plus service tax @ 12.36%) per participant. Demand draft/cheques to be drawn in favour of Jaipur Productivity Centre, Jaipur.

D.D.No. Date:
Amount: Bank:

Please mail above details to

Programme Director (STM)
Jaipur Productivity Centre
41, Income Tax Colony - 2, Jagatpura Road
P.O.Malviya Nagar
JAIPUR - 302017
Phone: 09414271490
Fax: 0141-2750473
e-mail: jpcjaipur@rediffmail.com
cmkhurana:jpr@gmail.com

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