

Administration of
Dadra and Nagar Haveli, U.T.,
District Industries Centre, Department of Industries,
Ground Floor, Udyog Bhavan, 66 KVA Road, Amli,
Silvassa - 396 230.

No.DIC/25(189)/IITF/2012/ 1023

Dt: 18.08.2014.

To,

1. The President, All India Yarn Texturisers Association, Silvassa - (AIYTA)
2. The President, Dadra Nagar Haveli Industries Association, Silvassa - (DNHIA)
- ✓ 3. The President, Silvassa Industries And Manufactures Association, Silvassa - (SIMA)
4. The President, Silvassa Industries Association, Silvassa - (SIA)


Sub : Request for sending nomination for the Training Programme on 'Dynamic Life Management and Stress Free Living' (September 22-23, 2014).

Sir,

Please find enclosed herewith the letter dtd 14.07.2014 received from the Associate Professor, Indian Institute of Public Administration, New Delhi regarding sending nomination for the Training Programme on 'Dynamic Life Management and Stress Free Living' (September 22-23, 2014).

In this regard, I am directed to request you to reply your willingness for participation the said Training / Programme on September 22-23, 2014. The details of the same may also be submitted to undersigned.

Yours faithfully,


General Manager
District Industries Centre,
DNH, Silvassa.

Encl : as above.

Copy to the Secretary (Industries), DDDNH, Silvassa.



भारतीय लोक प्रशासन संस्थान

इन्द्रप्रस्थ एस्टेट, रिंग रोड, नई दिल्ली-110002

INDIAN INSTITUTE OF PUBLIC ADMINISTRATION

INDRAPRASTHA ESTATE, RING ROAD, NEW DELHI-110002 (INDIA)



July 14, 2014

Dr. Neetu Jain

Associate Professor

(O) Ph. 23468341, (M) 9891832885

Email: drneetujain76@gmail.com

Sub: Request for sending nominations for the Training Programme on 'Dynamic Life Management and Stress Free Living' (September 22-23, 2014).

Dear *Shri Gupta,*

This is with reference to the letter no. DPE/21(1)/2014- Survey date 4th July, 2014 (copy enclosed for reference) regarding Skill Development/Training Programme for Executives and Employees of SLPEs to be sponsored by D/o Public Enterprises (DPE), Government of India during the financial year 2014-15. The Department of Public Enterprises has entrusted this responsibility to Indian Institute of Public Administration, New Delhi to conduct training programme titled 'Dynamic Life Management and Stress free Living' from 22-23rd September, 2014.

We, therefore, request you to kindly nominate 2-3 Executive and Employees from the SLPEs. As advised by DPE preference should be given to the SLPEs who have submitted the online data for the 4th Survey on SLPEs on the website of DPE. Programme details are attached herewith. Nomination will be taken on first cum -first serve basis. The cost of the training programme will be borne by DPE. The State /SLPEs of the participant are expected to meet travel expenses of their nominees. IIPA will provide free boarding and lodging to the participants. A copy of the Registration Form is attached at Annexure -I.

The last date for receiving nominations is September 12, 2014.

Finance Secretary

DD & DNH, Silvassa

Entry No. 697

Date 30/07/2014

Out Date _____

Yours Sincerely,

(Neetu Jain)

Shri P.K. Gupta

Development Commissioner & Secretary (Ind.)

Department of Industries

District Industries Centre (DIC)

(Nodal Department SLPEs DNH)

Dadra and Nagar Haveli, UT, 396230

महा प्रबन्धक जिला उद्योग केन्द्र

General Manager (DIC)

डा. न. क. ...

D. & N. H. ...

आ. नं. ... No. 1358

दिनांक _____ Date 5/8/14

TRAINING PROGRAMME

On

DYNAMIC LIFE MANAGEMENT & STRESS FREE LIVING

INTRODUCTION

Stress has become a major concern of modern times. It not only affects an individual physically and mentally but also affects his performance at work. Research has concluded that stressed out people are not good for their organizations. In most cases, stress leads to reduced efficiency and effectiveness. In fact, stress has been linked to 11 of the top 15 causes of death in Canada. It is estimated that stress is a factor in up to 70% of visits to physicians. Therefore, an important part of healthy living is to learn to bring stress to beneficial levels. Somebody has rightly quoted, "While we cannot direct the wind, we can adjust the sails." Workplace stress can lead to stress spilling over into all aspects of life. Some studies suggest that job stress may increase a person's risk for cardiovascular disease, psychological disorders, workplace injury and other health problems. High level of stress adversely affects physical health, psychological well being and many aspects of task performance. Such evidence makes a strong case for understanding and managing stress. Therefore, learning to master stress management techniques can help prevent the counter effects of this urban malaise.

Life management skills is a powerful tool to add a dynamic dimension to your life to decide what is right or wrong based on Universal values, to choose right goals for the simple reason that our Happiness, Success and blissful state depends more on goal choices than on abilities in different domains of our lives. With a good life management skills program, our time is better planned without waste and we can do justice with little time we have been given on the Earth to complete the work assigned to us.

The program is scientifically designed to increase the overall efficiency and enhance the managerial competence through holistic health and remove the adverse effects of stress in the form of psychosomatic diseases, social strains, physical health of the employees, which leads to absenteeism, increase in medical expenses, poor motivation, low morale and consequently adversely affects the performance, efficiency and productivity of the enterprise.

OBJECTIVE

The rationale behind this endeavor is the recognition of the multifaceted influence of the personality of the employees upon organisational effectiveness. The programme aims to:

- Identify the potential sources of stress;
- Understand the nature of organizational stress;
- Analyze the adverse impact of stress on various parts of life;
- Reduce Stress and burnout for better productivity
- Empower individuals to be in greater control of themselves for personal growth
- Enhance emotional intelligence of the employees
- Increase Concentration and energy levels
- Rejuvenate body, mind and soul
- Increase overall sense of well being

CONTENTS

- Understand self in relation to self
- Developing Positive attitude and healthy self image
- Stress Management
- Anger Management
- Time Management
- Diet Management
- Balancing emotions for personal effectiveness
- Emotional Freedom Technique
- Cognitive Reorientation
- Rejuvenating mind, body & soul
- Feeling good about yourself through Practical sessions on Visualization, Contemplation, Meditation & Mind Stilling Exercises

METHODOLOGY

The approach in the programme would be to help the participants gain insights by providing hands-on real-life assistance through group interactions, case studies, simulation activities such as Role

Plays, Inbasket exercises, Management games, worksheets, checklists, experiential learning and sharing etc. besides lecture method. Practical sessions on Meditation, Visualisation and Contemplation will also be conducted.

BATCH SIZE

20-25

DATES

22nd to 23rd September ,2014

VENUE

Indian Institute of Public Administration

PROGRAMME COORDINATOR

Dr. Neetu Jain is working as Associate Professor in Organizational and Behavioral Science area in Indian Institute of Public Administration. A recipient of 'AIMS International Outstanding Young Management Researcher Award'(at IIM Bangalore in 2009) and 'Rashtriya Gaurav Award'(at IIFS in 2009), she has more than fifteen years of teaching and research experience in reputed management institutes like FORE School of Management and I.P.University. She is MSc (Chem.), MBA (HR) and has a doctoral degree from University of Banasthali. She holds Diploma in Training & Development from ISTD and has qualified UGC-NET. She has also been an invited speaker in several forums of social concerns and conducted many open and inhouse Management Development Programmes on Managerial Excellence ,Stress Management, Anger Management, Interpersonal Skills, Team Building & Train the Trainers. Having a consistently good academic record, she has presented 15 papers in national and international conferences .She has contributed 32 research papers to well known international & national journals. Having attended more than 40 Conferences, workshops & FDP's in India and abroad, she also has 7 book reviews and 3 working papers to her credit. Her research work published in the form of a book titled "New Spiritual Foundations of Management" was released by Dr. Bengt Gustavsson, Stockholm University, Sweden in an International conference organized by Indus Business Academy, Greater Noida, in 2008. Her academic areas of interest include Self Management, Stress Management , Cognitive Reorientation & Interpersonal Relations.

NOMINATION FORM

1. Programme Title:
2. Name of the Institute
3. Venue:
4. Programme Dates:
5. Name of the candidate:
(in capital letters)
6. SC/ST/OBC/Others
7. Date of Birth
8. Designation:
9. Pay scale:
10. Basic pay:
11. Academic Qualification
12. Professional Qualification:
13. Address for Communication:
(with PIN)

FAX No.

PHONE No. (Office)

PHONE No. (Resi)

Brief description of duties of the officer:

(Signature of the Candidate)

To be filled – in by the sponsoring authority:

Certified that: -

- a) the particulars given above are correct.
 - b) due care has been taken of the training needs of the officer nominated with reference to his present/future duties vis-a-vis the contents of the course.
 - c) The officers, if selected, will be relieved on full-time basis for attending the programme
 - d) Address of Communication to sponsoring organization
 - e) PIN: _____ Phone: _____ Fax: _____
-

(Signature of the Sponsoring Authority with Seal)

Reference No. of Sponsoring Authority