

Ref: WLB/02/21

01.12.2020

**RESIDENTIAL WORKSHOP ON WORK LIFE BALANCE & LEADERSHIP  
DEVELOPMENT 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 residential workshop on Work Life Balance & Leadership Development is being organized by NAHRD from **16.02.2021 to 19.02.2021** at **Port Blair, Andaman & Nicobar 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 especially workingwomen 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 improvement in knowledge, personality, attitude and behaviorism 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
- Increase Personal Leadership Impact
- Develop Leadership Style for individual effectiveness
- Identify and improve their Influencing Tactics and Resiliency Building

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**

**Sh. K.S. Kumar** is former Director, Ministry of Defence and Ex-Officiating Director & HOD of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. He is accredited as a Master Trainer by the Training Division of Department of Personnel & Training, Govt of India. He is having huge experience in training in relation to softskills and behavioral matters. Mr. Kumar has conducted numerous workshops on the present subject.

**Sh. Mahabir Singh Kasana** is former Joint Director of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. He is accredited as the master trainer by Training Division of DoPT, Govt. of India to train trainers and help public authorities for capacity building. Till date he has conducted more than 400 workshops in which more than 10,000 officers from around 400 organizations have participated. He is vast knowledge and experience in softskills and behavioral issues including Time and Stress Management. He has conducted a number of workshops on behavioral issues for officers of a number of organizations including Ministries, PSUs, Autonomous Bodies etc.

**Sh. M Sethu Ramalingam** is former Deputy Director, Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. He is having vast experience on various behavioral issues.

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, Quality Council of India, Telecom Regulatory Authority of India, Delhi University, Export- Inspection Council of India, Spices Board, Rail Land Development Authority, ONGC, Indian Space Research Organization, Directorate of Advertising & Visual Publicity, Border Security Force, 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:**

Rs. 49,000/- plus GST @ 18% per participant

The participation fee covers the cost of accommodation on single occupancy, meals and study material of the participants. Spouse/ family members are welcome on additional all inclusive nominal charges.

**Venue:** Peerless Resort: Corbyns Cove, Port Blair, A&N Islands: 744101

Check In- 16.02.2021 (12:00 P.M.)

Check Out- 20.02.2021 (08:30 A.M.)

The workshop will commence at 4:00 P.M. on 16.02.2021 and will conclude at 5:30 P.M. on 19.02.2021.

Nominations may be sent through post/ email by providing participants' name, designation, contact number & e-mail ID alongwith 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:

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

PAN: AAJFN7963N

GSTIN: 07AAJFN7963N1ZF

**For further information or clarification kindly contact:**

**Rohit Agarwal**

**Vivek Manchanda**

Email- rohit@nahrd.in

Email-vivek@nahrd.in

Phone- +91 9873057803

Phone-+91 9650745789

Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nomination participant(s) 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. Please note that we are going to follow all protective measures against COVID-19 such as frequent sanitizing, social distancing. Participants and their accompanying guests (if any) shall be required to fulfill requirements as required by competent authorities at points of boarding and Port Blair. NAHRD shall not be responsible for the same.

Limited seats available for the present workshop and hence the nominations will be accepted on first-cum-first-serve basis. Organizations are kindly requested to seek confirmation about availability before nominating. Last date of accepting nominations is 02.02.2021.

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