

No.42/03/2023-3Trg.
HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated, Chandigarh the 08th September, 2023.

To

1. All the Administrative Secretaries of Haryana State.
2. All IAS of Haryana State.
3. All HCS of Haryana State.

Subject: - Workshop on Work Life Balance & Leadership Development by NAHRD at Port Blair, A&N Islands.

Sir/Madam,

I am directed to refer to the subject noted above and to inform that a copy of Email letter dated 29.08.2023 received from NAHRD (National Academy of HRD), A-304, Ground Floor, Defence Colony, New Delhi-110024 has been uploaded on the CS Haryana Website (<http://csharyana.gov.in>).

It is, therefore, requested to take further necessary action keeping in view of letter No. 22/38/2010-4Trg dated 21.12.2022.

Yours faithfully,

Bhisham
08/09/2023

Deputy Superintendent, Training
for Chief Secretary to Govt., Haryana.

Endst. No. 42/03/2023-3Trg.

Dated Chandigarh, the 08th September, 2023

A copy is forwarded to NAHRD (National Academy of HRD), A-304, Ground Floor, Defence Colony, New Delhi-110024 w.r.t his Email letter dated 29.08.2023 for information.

Bhisham
08/09/2023

Deputy Superintendent, Training
for Chief Secretary to Govt., Haryana.

Fwd: Workshop on Work Life Balance & Leadership Development by NAHRD at Port Blair, A&N Islands

1 message

HRD HARYANA <haryanahrd@gmail.com>

29 August 2023 at 16:02

To: branchtrg@gmail.com, service1.cs-hry@nic.in, supservices2.cso@hry.gov

----- Forwarded message -----

From: HRD HARYANA <haryanahrd@gmail.com>

Date: Tue, Aug 29, 2023 at 2:40 PM

Subject: Fwd: Workshop on Work Life Balance & Leadership Development by NAHRD at Port Blair, A&N Islands

To: Jitender Kaila <jitender.dseo.ditech@gmail.com>

Training Branch

Diary No. 116931

Dated 31/08/2023

----- Forwarded message -----

From: Sanjeev Kaushal, IAS <cs@hry.nic.in>

Date: Tue, Aug 29, 2023 at 1:29 PM

Subject: Fwd: Workshop on Work Life Balance & Leadership Development by NAHRD at Port Blair, A&N Islands

To: haryanahrd <haryanahrd@gmail.com>

From: info@na-hrd.com

To: "Sanjeev Kaushal, IAS" <cs@hry.nic.in>

Sent: Tuesday, August 29, 2023 12:31:52 PM

Subject: Workshop on Work Life Balance & Leadership Development by NAHRD at Port Blair, A&N Islands

Respected Sir/ Madam,

Greetings from NAHRD!!

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 workshop on Work Life Balance & Leadership Development is being organized by NAHRD from 13.12.2023 to 16.12.2023 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
- 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

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.

Ms. Gayatri Subramaniam is currently the President and CEO of Association for women in Business and International Centre for Socially Responsible Business, two Section 8 Companies mainly dealing with training and capacity building of personnel in various aspects of Management and Business. In her academic, Industrial and Government experience of more than 35 years, Gayatri has received Women Leadership Award by World Women Leadership Awards, 2016, Women Super Achiever Award by Famina and Times Ascent, 2017 and Exceptional Women of Excellence Award by Women Economic Forum, 2019. During her academic stint, she was a member of the Course Restructuring Committee of Delhi University that introduced Communication and other Soft Skills for Graduate and Post Graduate Courses. She has also developed content for the courses on communication and interpersonal skills for the National Institute of Open Schooling, Delhi University and IGNOU. From 2009 to 2014, she was actively involved in the evolution of Companies Act, 2013 while working with Indian Institute of Corporate Affairs, Ministry of Corporate Affairs. Gayatri has been conducting Training Programmes on various topics like social and work etiquette, customer excellence, time management, presentation skills, stress management, interpersonal relationships, communication skills, team work, motivation, leadership, interview skills, conflict management, strategy and innovation and other soft skills at various government, public and private and international organisations such as International Labour Office, Mahanagar Telephone Nigam Exchange, Container Corporation of India, Power Grid, Power Finance, IFFCO, etc.

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:

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

Residential (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- 13.12.2023 (12:00 P.M.) **Check Out-** 17.12.2023 (09:00 A.M.)

The workshop will commence at 9:30 A.M. on 14.12.2023 and will conclude at 5:30 P.M. on 16.12.2023. However, there will be an introductory session on 13.05.2023 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

For further information or clarification kindly contact:

Rohit Agarwal

Vivek Manchanda

Email- rohit@nahrd.in
Phone- +91 9873057803

Email-vivek@nahrd.in
Phone-+91 9650745789

Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case any 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. Please note that we are going to follow all protective measures against COVID-19. Participants and their accompanying guests (if any) shall be required to fulfill all travel 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 27.11.2023**

Benefit from the opportunity.

• Thanks & Regards

NAHRD

A-304, Defence Colony,

New Delhi- 110024

National Academy of HRD, A-304, Ground Floor, Defence Colony, New Delhi, , 110024, India, www.nahrd.in

UNSUBSCRIBE

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Thanks and Regards,
O/o Special Secretary,
Human Resources Department
Phone No. 0172-2741494, 2712886

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