



मानव संसाधन प्रबंधन एकक
भारतीय कृषि अनुसंधान परिषद
कृषि अनुसंधान भवन-II, नई दिल्ली-110012

F.No. HRM-3(14)/2021-KAB./65

Dated: 18th June, 2021

OFFICE MEMORANDUM

Subject:- Residential Management Development Programme (MDP) on “Managing Stress for Improving Organizational Effectiveness” for Middle and Senior Level Officers at Arun Jaitley National Institute of Financial Management (AJNIFM), Faridabad from 25-27 August, 2021

Arun Jaitley National Institute of Financial Management (AJNIFM), Faridabad has invited nominations for three days residential **Management Development Programme (MDP) on “Managing Stress for Improving Organizational Effectiveness”** from 25-27 August, 2021 for Middle and Senior Level Officers.

The programme is designed to meet the need of stress management of the Middle and Senior Level Officers working in the department. The objective of the training programme is to identify the sources of stress called stressors, to identify the signs, symptoms and syndromes of stress, understand the nature of organizational stress, know the consequences of excessive stress, to empower Individuals to be in greater control of themselves for personal growth, learn and practice the stress reduction techniques.

The course fee for this Training Programme is Rs. 27000/- + 18% GST per participant. The last date of receiving of nomination by AJNIFM, Faridabad is 5th August., 2021.

The Institute may nominate the suitable officers for this training programme directly under intimation to HRM Unit. The copy of the brochure is enclosed. The Brochure may be downloaded from ICAR website under Col. Circular/HRM Unit.

The Officers at ICAR HQs may send their nomination through proper channel to HRM Unit, ICAR HQs latest by **02.07.2021** for onward transmission to AJNIFM, Faridabad.

The Officers who have already attended this programme need not apply. The applicants will not be allowed to withdraw their nominations after acceptance by AJNIFM, Faridabad.

Sumit
18/6/2021

ADG (HRM) &

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Distribution:-

1. All Officers/ Sections of ICAR HQs at KB/KAB-I&II/ NASC, New Delhi
2. All Directors of ICAR Institutes
3. All HRD Nodal Officers of the ICAR Institutes
4. E-office Notice Board/ICAR Portal/HRM Portal
5. Guard File

"MANAGEMENT DEVELOPMENT PROGRAMME (MDP)

ON

"MANAGING STRESS FOR IMPROVING ORGANISATIONAL EFFECTIVENESS."



25th August to 27th August 2021

● About AJNIFM

The Arun Jaitley National Institute of Financial Management (NIFM) is a Centre of Excellence specializing in capacity building of professionals in the fields of Public Policy, Financial Management and other governance issues for promoting highest standards of professional competence and practice. AJNIFM is a premier resource center for the capacity building of senior, middle and entry level of management in Government of India. AJNIFM also caters to the training needs of State Governments, Defense establishments, Banks and other Financial Institutions. Training Programmes are customized and executed for the officials from other countries as well.

AJNIFM plays a pivotal role in governance and administrative reforms by providing a platform for interaction and exchange of ideas and experiences among officers from different organized services, different state governments and between personnel of civil and defence establishments.

Apart from capacity building, AJNIFM is also engaged in research studies in the areas of accounting, audit, financial management, parliamentary financial control and other issues related to public policy and delivery systems. The outcomes of such research studies are published and disseminated through Research Papers, Journals and Books.

You are the employer of your body and the fastest way to start enjoying life starts with figuring how to cut back the hours of stress.



● About this course

Stress adds flavor, challenge and opportunity to life. Without stress, life would be dull and unexciting. However, too much stress can seriously affect one's physical and mental well-being. Recurrent physical and psychological stress can diminish self-esteem, decrease interpersonal and academic effectiveness and create a cycle of self-blame and self-doubt. It is important for your health that you find the optimal level of stress that you can learn to manage effectively. Stress is unique and personal to each of us.

Stress is the "wear and tear" our bodies experience as we adjust to our continually changing environment; it has physical and emotional effects on us and can create positive or negative feelings. Stress with positive influence called eustress can help compel us to action; it can result in a new awareness and an exciting new perspective. On the contrary stress with negative influence called distress can result in feelings of distrust, rejection, anger, and depression, which in turn can lead to health problems such as headaches, upset stomach, rashes, insomnia, ulcers, high blood pressure, heart disease, and stroke. These ultimately boil down to less or poor job performance. Managing Stress is an essential competence that today's executives need to develop.

Stress is the trash of modern life we all generate it but if you don't dispose it off properly, it will pile up and overtake your life.

"When I look back on all these worries, I remember the story of the old man who said on his deathbed that he had a lot of trouble in his life, most of which had never happened."
– Winston Churchill

Pedagogy and Faculty

The pedagogy will be a mix of lectures, case studies, hands on sessions, group discussions, quiz, Activities, etc. The faculty will include NIFM's own Faculty and also guest faculty and resource persons having specialization in Stress Management area would be invited.

For Whom

The programme is targeted towards Executives from Public and Private sector organizations, Banks, Financial Institutions, Government Departments; Autonomous bodies etc.

Objectives

In view of above backdrop, an MDP on Stress Management is modulated with the following objectives.

- To know the sources of stress called stressors.
- To identify the signs, symptoms and syndromes of stress.
- To understand the nature of organizational stress.
- To know the consequences of excessive stress.
- To empower Individuals to be in greater control of themselves for personal growth.
- To learn and practice the stress reduction techniques.

Programme Content

- Stress management – conceptual clarification
- Self Awareness
- Identify your stressors and how you react to them
- Enact everyday strategies to build self-awareness within yourself.
- Stress at individual level - The role of body, mind, personality and situations
- Managing the body to cope with stress - Role of posture, breathing, Yoga, and exercise
- Managing the mind - Meditation, Mindfulness and resilient thinking

- Managing time, task and people
- The Fight or Flight Syndrome
- Attitudes, Beliefs & Behaviors
- Mapping the Human Mind, Emotional intelligence
- Managing Work-life balance
- Stress at organizational level - Role of organization processes, policies and work culture
- Dealing with Different, Diverse and Difficult People.
- Designing Stress Free Organization

● **COURSE FEE**

The programme is residential in nature and the course fee is 27,000/- Plus 18% tax, if applicable.

The course fees is to be paid through a Demand Draft in favour of "National Institute of Financial Management payable at FARIDABAD" to be sent to: Course Director, National Institute of Financial Management, Sector 48, Pali Road, Faridabad.

The programme fee should be received at Course Director Office before the programme commencement date. In case of cancellations, the fee will be refunded only if a request is received at least 15 days prior to the start of the programme. If a nomination is not accepted, the fee will be refunded to the person / organization concerned.

VENUE

Arun Jaitley National Institute of Financial Management (AJNIFM), Sector-48, Pali Road, Faridabad – 121 001, Haryana. It is located in Faridabad town on Badkhal–Pali Road, about 1 km south of Badkhal Lake crossing. AJNIFM is at a distance of about 30 kms from India Gate, New Delhi and about 35 kms. from Delhi Airport.

Training Schedule (2017)		
Month	Week	Duration
August	Week-4	25th August to 27th August 2021



Head of the Institute

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Please do write to us!



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