

## REGISTRATION FORM

1. Name of the Course: .....

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2. Name(Nominee/Self): .....

3. Father's Name: .....

4. Nationality: .....

5. DOB:.....6. Sex.....

7. Passport No: .....

8. Place of Issue:.....

9. Date of Issue:.....

10. Date of Expiry:.....

11. Permanent address:.....

.....

E-mail: .....

12. Occupation & Place of Work Address:.....

Tel:.....Fax:.....

Email:.....

13. Educational Background:.....

14. Experience: .....

15. Sponsor (Employee/Self):.....

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DD/Cheque No..... Dated.....in.....

Words.....

only in favour of AIDMAT Delhi. (for Indian Delegates) & for International Delegates, via bank transfer. *(Please add services tax as applicable for Indian organization).*

Date: .....

Signature

Register yourself promptly with Program Coordinator : Richa Sharma. Please send your registrations on your letterhead, or in the Registration form available at the website ([www.aidmat.com](http://www.aidmat.com)), along with the prescribed fee by Cheque / DD Payable to : AIDMAT Delhi at :The Program Coordinator, AIDMAT, C-8/8007, Vasant Kunj, New Delhi - 110070.



### For more Information:

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## Laboratory on Work-Life Balance And Personal Effectiveness



On 25<sup>th</sup>, 26<sup>th</sup> & 27<sup>th</sup> August, 2011, New Delhi

### *Introduction*

The pace of increased stress and role imbalance demands clarity and understanding of work - life balance. The growing concern due to increased pressure on our work life and personal life is not handled the way we would like it to be. Let us examine and ponder over the issues. Do we feel out-of-control, as if nothing is in our hands? Are we at the mercy of our Supervisors, spouses, colleagues or children all the time? Do we have sufficient "My Time" in life? Is our physical health and stamina going down/ deteriorating? Is there any time for spirituality?

What is stress? Do we recognize that we are being stressed on a daily basis? Are we enjoying what we do? Do we ignore the many signals that our life is telling us to focus on? These questions must be bothering us from time - to - time, but do we do enough to address them. Most senior functionaries have failed to do so adequately. The proposed laboratory based programme is meant to address these questions and many more significant ones driving our locus of control and personal effectiveness.

### *Objectives*

Personal effectiveness and work life balance has been conceptualized to deal with following specific objectives. This program aims to build in the "Wellness Quotient" of our most precious human resource of the organisation.

- To help clarify and understand intricacies of the Work-Life Balance and its impact on self.
- To help examine the effects of stress on self due to work-life imbalance.
- To encourage concrete measures to enhance personal effectiveness and internal locus of control.

## Methodology and Design

The methodology would focus on firstly, creating an awareness about the concept of Work-Life Balance with laboratory approach of process based design. However, semi-structural tools, action learning methods will be deployed to have intensive three days course. Group may be used as resource for interpersonal feedback process in addition to instruments and other self rating exercises.

## Coverage

- Self awareness and inner locus of control
- Designing your own Work-Life Balance Chart
- Taking the stress Test to assesses your current levels of stress
- Activity Scheduling and Prioritizing tasks
- Assertiveness training
- Learning to take help and Delegate
- Relaxation Therapy - Meditation, Yoga, Exercise

## For Whom

Senior officials from the Social Sector, NGO's, Government sector, Corporates.

## Duration

Three days (Non Residential Program) 10:00 am to 5:00 pm

## Resource persons

### Dr. Nagendra P. Singh

He is an Institution builder and leading practitioner in Change facilitation in the social development sector, as well as in corporate governance in South Asia. He has been the former president of ISABS (Indian Society for Applied Behavioural Science) and a prolific writer and versatile trainer of global repute. Formerly with IIMA, MDI and other premier business schools and founder director, EDI Lucknow and current President of Asian Society for Entrepreneurship Education and Development (ASEED). Presently, he is Director General IDMAT for the last six years and has more than over 30 years of varied experiences.

Lab Coordinator - Mrs. Richa Sharma. She is an HR Psychologist, trained in Cognitive Behaviour Therapy, with a diploma in Business Management. She has over seven years of rich experience in Sales and Marketing in her early career with Corporates and trained in counseling technique and well associated with social and corporate sectors.

## Venue - Delhi

## About IDMAT

IDMAT is an institution that has evolved its own identity as an international body in the field of Development Management. IDMAT, an associate of ASEED, started its mission as a capacity building division and graduated and established itself as a leading training and consulting body.

IDMAT has trained till date, more than 3000 professionals from around 60 countries all over the world. IDMAT is closely working in the field of consultancy, training, research for the corporate world like GE, L&T, Bharti Telecom, Oberoi Group of Hotels, Jindals, Samtel, Proctor & Gamble, NTPC, IPCL etc. It has also developed its professional reputation in developing research and audit functions by completing several projects for SDC, UNDP, ILO, EU, Government of India, DFID, NABARD, WORLD BANK, Ministries of SriLanka, Nepal, Mauritius, Ghana, Nigeria, to name a few. It has also launched distance learning teaching module on related areas globally.

## Fee Structure

Fee for the three days non residential laboratory is ` 12,500/- per delegate (for corporate /public sector), ` 9,500/- per delegate from NGO's and government sectors. The service tax is charged as applicable. For Sponsorships and group nominations please call on 91 - 011 - 26130242/ 26130635 or send your enquiries at richa@idmatservices.org.

