



National Council for Secretariat Training & Development
(An ISO 9001;2015 Organization)

Training Programme

on

“Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills”



1. ABOUT NCSTD

National Council for Secretariat Training & Development (NCSTD), is an autonomous Organization (registered with the Department of Labour, Govt. of National Capital Territory of Delhi, registered with Ministry of Micro, Small and Medium Enterprises & representative of the various segments of Indian Industry. The primary objective of NCSTD is to provide training to officers belonging to the Central/State Government Service, as well as officers from other organized/subsidiary services that operate within the State and Central Government. This training aims to enhance the skills, knowledge, and capabilities of these officers, enabling them to perform their duties more effectively and efficiently. In essence, NCSTD plays a crucial role in the professional development of government officers, contributing to the overall improvement of administrative services within the central and state government.

2. PROGRAMME THEME

The NCSTD training program delivers a dual-focus theme centered on enhancing employee efficiency and behavioral skills. It bridges the gap between personal well-being and corporate accountability by equipping participants with a practical toolkit to manage workplace stress. Simultaneously, it democratizes strategic financial planning, proving that financial goals, operational alignment, and contingency planning are vital for employees at all levels, not just upper management. Ultimately, the program improves overall managerial effectiveness by blending stress resilience with actionable financial strategy.

3. LEARNING OBJECTIVES

- Understand the dual nature of stress and learn to channel positive stress into a tool for facing workplace challenges.
- Master a practical toolkit of stress management strategies to actively reduce pressure both at home and in a fast-moving work environment.
- Prevent chronic exhaustion and burnout by stopping the constant, harmful stimulation of the body's stress reaction system.
- Demystify strategic financial planning by recognizing its relevance to all organizational levels, not just senior finance roles.
- Align personal and departmental tasks with the broader financial policies, objectives, and operational plans of the organization.
- Establish actionable, achievable performance goals that ensure strict accountability and higher standards of work.
- Develop built-in contingency plans to maintain performance and adaptability during unexpected organizational situations.
- Utilize periodic reviews as a mechanism to track progress and turn long-term strategies into daily workplace realities.
- Enhance individual behavioral skills and emotional resilience to improve interpersonal communication and workplace collaboration.
- Boost overall managerial effectiveness and efficiency to drive collective growth and performance across the entire organization.

4. BROAD PROGRAMME COVERAGE

Stress Management & Behavioral Skills, Strategic Financial Planning & Implementation

- The Dynamics of Stress: Understanding the body's stress response and transforming negative pressure into positive motivation.
- The Resilience Toolkit: Practical, daily strategies to drastically reduce stress both at home and in fast-paced work environments.
- Finance Democratization: Mastering core financial policies, objectives, and planning concepts for all organizational levels.
- Goal Alignment & Accountability: Linking daily operational activities directly with the company's broader financial strategy.

5. METHODOLOGY

The training methodology will be highly interactive and participative, driving engagement through dynamic conceptual deliberations and success stories. Participants will actively apply these concepts through real-world case studies and hands-on group exercises and discussions.

6. PARTICIPANTS' PROFILE

Officers & Officials from various functions of Central & State Government Departments, PSUs, Academic Institutions, Co-operatives, Corporations, MNCs, Labour Unions/Associations, Boards, Financial Institutions & Autonomous Organizations etc. The programme is also useful for Executives/Officers/Section Officers who are likely to assume the managerial role in future.

7. FACULTY

The faculty for the training programme will comprise of Senior NCSTD Experts & other Renowned and Experienced Trainers from the respective field.

8. PROGRAMME FEE & VENUE

Programme Fee	Programme fee for - residential Single Sharing participant ₹ 56,600/- + 18% GST - residential Single Sharing participant 48,600/- + 18% GST Per Participant	Programme fee for non-residential participant 36,600/- + 18% GST per Participant
For Residential Participants	- Check-in at Hotel- Tuesday afternoon - Check-out from Hotel – Friday Forenoon	

9. Residential Participation Framework

For participants opting for full boarding and lodging arrangements:

- Hotel Tier: All residential accommodations are organized at premium, pre-vetted 4-star hotel properties to ensure corporate comfort.
- Duration of Stay: Standard accommodation is strictly capped at 3 Nights. / 4 Days
- Pre-Programme Check-in: Participants are required to check in to the hotel one (1) day prior to the official commencement of the program.
- Post-Programme Check-out: Participants must check out one (1) day after the formal conclusion of the program.
- Package Boarding Inclusions: The residential package comprehensively covers room stay charges and three main meals daily (Daily Breakfast, Lunch, and Dinner).
- Incidental Charges: Any personal expenses incurred during the stay (e.g., room service, mini-bar, laundry, telephone calls, or extended stay extensions) are not included and must be settled directly by the participant with the hotel front desk at checkout.

10. Non-Residential Participation Framework

For local participants or those arranging their own lodging:

- Fee Structure: ₹36,600 + 18% GST per individual participant.
- Inclusions: This fee covers tuition, program kits, study materials, as well as institutional hospitality (working lunch, tea/coffee, and mid-session refreshments) at the venue during program hours.

11. PAYMENT DETAILS

- All payments must be processed securely via electronic bank transfer (RTGS or NEFT),
- Total participation fees must be cleared and credited to our account in advance or strictly prior to the commencement of the training.
- Hotel rooms under the residential quota are blocked provisionally. Room inventory will be firmly locked and confirmed only upon receipt and verification of the advance payment.

12. HOW TO APPLY

- Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following E-mail address:

Plot No.- 102, 52A,V, First Floor, Vijay Block, Laxmi Nagar, Delhi-110092 India.

Ph. +91-11-44767807, +91- 9667495189, WhatsApp No. +91-9667493654

E-Mail: -info@ncstd.in, infoncstd@gmail.com, Website:-www.ncstd.in

Last date for receiving of nominations is one (1) week prior to the scheduled start date of the chosen programme.



REGISTRATION APPLICATION FORM

Executive Development Program

Date:	
Topic:	
Venue:	

Participant Details

Name:	
Designation:	
Organization / Department:	
Office Address:	

City:		Pin:		State:	
-------	--	------	--	--------	--

Tel. (Off):		Tel. (Res):	
Fax:		Mobile No.:	
E-mail:			

Nomination Status

☐ Residential

☐ Non-Residential

Date: _____

Signature: _____

Place: _____

(Photocopies of this form may be used for additional delegates.)

GST Status

☐ Organization is GST Exempted

☐ Organization is Not GST Exempted

For Organisations Not Availing GST Exemption and Having GST Registration

GST No. (Mandatory):	
Organisation PAN No. (Optional):	
Organisation TAN No. (Mandatory on TDS deduction):	

Kindly provide the GST number of the organisation in whose name the GST invoice is to be issued.

Signature: _____

Date: _____ Place: _____

Self Declaration on GST Exemption (Optional)

As per GST Notification No. 9/2017 – Integrated Tax (Rate) dated 28.06.2017, Serial No. 75 under Heading 9992 (Page No. 19 of the notification), GST exemption is available for services provided to the Central Government, State Government, or Union Territory Administration under training programmes where the entire expenditure is borne by the respective Government authority.

- I/We hereby declare that our organization fulfills all applicable conditions mentioned in the above notification and is eligible to claim GST exemption for the training programme referred to above.
- I/We understand and agree that if at any stage it is found that the exemption conditions were not met, GST along with applicable interest and penalties, if any, may be recovered by NCSTD on behalf of the GST authorities.
- I/We further confirm that it is the sole responsibility of the participant organization to assess and verify its eligibility for availing GST exemption. NCSTD shall not be responsible for validating such eligibility.
- I/We certify that the information provided above is true, correct, and complete to the best of our knowledge and belief.

Declaration

***I certify that the above information is correct.**

Signature: _____

Date: _____ Place: _____

13. GENERAL INSTRUCTIONS

- ❖ Due to limited number of seats, it is recommended to send the nominations as per attached format at the earliest, for ensuring the availability. Acceptance of the nominations is subject to the seat availability and receipt of programme fee latest by the last date for nominations.
- ❖ The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The fee once deposited is non-refundable, however, substitutions are allowed.
- ❖ Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
- ❖ NCSTD shall not bear any charges towards participants' to & fro travel from their residence / place of stay and the training program venue. All participants shall make their own arrangement to reach the venue on time as per the programme schedule.
- ❖ Participants are requested to assure their health and safety during the training period and NCSTD will not be liable for medical expenses incurred by the participants during the program.
- ❖ Settlement of additional bills: The hotel will be instructed to open separate folio for each participant. Participants may directly settle their additional dues regarding family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- ❖ The participants shall be awarded Certificate of Participation on successful completion of programme.
- ❖ Any other terms and conditions apply as may be notified by NCSTD at any point of time.
- ❖ As per GOI notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government, State Government, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.