

**GOVERNMENT OF TELANGANA
IRRIGATION & CAD DEPARTMENT**

From: Sri. J. Vijaya Prakash., B.Tech Engineer-In-Chief (Admn.), Irrigation & CAD Department, Govt. of Telangana, 1 st Floor, Jalasoudha, Errummanzil, Hyderabad -82.	To: All the Engineer-in-Chiefs/ Chief Engineers Irrigation & CAD Department, Govt. of Telangana.
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Lr.No.RC/ENC(AW)/EE(Admn)/ADA/AEE(T)/Trg/ MCRHRD

Dt.22.01.2016

Sir,

Sub:- I&CAD Dept – Dr.MCR HRD Institute of Telangana – Training Programme on “Stress Management” from 03-02-2016 to 05-02-2016 – Nominations Called for – Reg.

Ref:- 1.Govt., Memo No.12997/Ser.I(1)/2015-1, Dt:05-01-2016.
2.Dr.MCR HRDI, Lr.No.T2/CMBS18/OVS/980/2015, Dt:18-12-2015.

While enclosing a copy of reference cited, all the Engineers-in-Chief / Director General / Chief Engineers of the department are requested to nominate the officers of the rank of Executive Engineers/Deputy Executive Engineers from their unit to attend 3days training programme on “Stress Management” scheduled from 03-02-2016 to 05-02-2016 at their Institute located on Road No-25, Jubilee hills, Hyderabad, and send their nominations in the prescribed proforma appended as Annexure-II to this office on or before 25-01-2016. There is no entry fee for the participation and the programme is a residential programme and the institute will provide accommodation & boarding facility.

Further, the Engineers-in-Chief / Director General/Chief Engineers are requested to relieve the Officers to attend the training only after getting the confirmation from Dr. MCR HRD Institute, Hyderabad.

Encl:- Reference letter with nomination forms.

Yours faithfully,
J.Vijaya Prakash
Engineer-in-Chief (AW)


22.01.2016
for Engineer-in-Chief (AW)



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Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE
GOVERNMENT OF TELANGANA

Irrigation and CAD Department



DSS700043

From
Dr.K.Tirupataiah, IFS.,
Additional Director General,
Dr. MCR HRD Institute,
Road No.25, Jubilee Hills,
Hyderabad-500 169.
Ph. 23548984, Fax 23548984

To

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Prl. Secretary to Government
Irrigation & Command Area
Development Dept,
Telangana Secretariat
Hyderabad – 500 022

Lr.No.T2/CMBS18/OVS/980/2015, dated: 18.12.2015

Sir/Madam,

Sub: DR.MCR Human Resource Development Institute - Training – Training
Programme on “**Stress Management**” - Nominations invited -
Regarding

The Dr. MCR Human Resource Development Institute is organizing a 3-day training programme on “**Stress Management**” from 3 - 5 February 2016 at the Institute located on Road No.25, Jubilee Hills, Hyderabad 500169.

1. A brief information about the programme, including aim, methodology along with level of participants, etc., is enclosed as Annexure - I.
2. Tentative schedule of the program is also enclosed.
3. We invite nominations of Officers in senior positions such as Assistant Director, Deputy Director, Joint Director, Additional Director and Director of your Department for the above training course so as to reach this Institute on or before 26th January, 2016. Nominations may be sent in the format enclosed. **Dr.O.Vijayasree, the course coordinator of the course** will be able to provide additional information (M: 9248032101).
4. This is a residential program and this Institute will provide accommodation & boarding facilities.

Programme Title : Training Programme on
"Stress Management"

Venue : Dr MCR HRD Institute, Road No.25
Jubilee Hills, Hyderabad 500 169

Duration : 3-Days
3 – 5 February 2016

Aim : To develop awareness of the sources and impact of stress
in one's work and personal life and understand how to
deal with it effectively.

Level and type of participant : Above the level of Gazetted Officers (Senior Officers)

Methodology : Lecture, Case Study & Discussions, Group work,
Interactions, Experience Sharing & Role play methods

Last date of receipt of
Nominations : 26th January, 2016

The list of nominations
to be sent to : Dr.O.Vijayasree, Professor, CMBS,
Dr. MCR HRD Institute,
Road No.25 Jubilee Hills, Hyderabad 500 169
Tel. 23548984 Ext. 415
Email: vijayasreeo@yahoo.com

DR. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE
GOVERNMENT OF TELANGANA
Centre for Management and Behavioural Studies
Training Program on "Stress Management"
3 - 5 February 2016

Course Coordinator: Dr.O.Vijayasree, Professor, CMBS, Dr.MCR HRD Institute

OBJECTIVES: At the end of the program the participants will be able to:

1. Explain the sources of stress in one's life
2. State some methods to take the stress out of working relationships
3. Explain how to deal with workplace stress due to work overload and short deadlines
4. Describe different strategies for preventing unmanageable stress in one's life
5. Develop an action plan for effective work-life balance

TENTATIVE PROGRAM SCHEDULE

Date & Day	Time	Topic	Resource Person
3.2.2016 Wednesday	10.30am-11.15am	- Registration & Introduction - Overview of the Program	
	11.15am-1.00pm	- Identifying the Sources and the Impact of Stress in various walks of one's life	
	2.00pm-4.30pm	- Yoga for Stress Management: - Strategies for Maintaining Eustress – Relaxation Techniques, Pranayama, Yoga & Meditation	
	5.00pm	- Gym/games	
4.2.2016 Thursday	6.00am-7.00am	- Yoga & Meditation	
	9.30am-9.45am	- Recap of Day-1	
	9.45am-11.45am	- Avoiding Burnout: - Causes & Consequence of Burnout - How to Avoid Burnout - Maintaining a Healthy & Successful Career	
	12.00noon- 1.00pm	- Work-Life Balance Issues: - Understanding Priorities at Work in Life	
	2.00pm-4.30pm	- Understanding & Overcoming Personality related Stressors	
	5.00pm	- Gym/games	
5.2.2016 Friday	6.00am-7.00am	- Yoga & Meditation	
	9.30am-9.45am	- Recap of Day-2	
	9.45am-11.45am	- Understanding and Dealing with Work Place Stress – Work Overload	
	12.00noon- 1.00pm	- Understanding and Dealing with Work Place Stress – Dealing with Time wasters	
	2.00pm-4.30pm	- Understanding and Dealing with Work Place Stress in Government Organizations	
	4.30pm-5.00pm	- End Course Evaluation & Valediction	

Lunch Break: 1.00pm to 2.00pm and **Tea Break:** 11.45am to 12.00noon & 3.30pm to 3.45pm