

Training Programme in Problem Solving, Decision Making and Stress Management

(February 25 – March 3, 2019)

Background

All of us are at one point or other are involved in problem solving and decision making. The quantum and magnitude of these may vary in accordance with the position and roles. Problem solving and decision making are important for work and life, especially today when we are bombarded with sudden problems and too much information.

Managers and leaders often have to make decisions or solve problems within a short time which leaves them stressed, thus in most of the cases, they end up using prescribed rules to solve problems and make decisions, but these might not be the best solution/ alternatives at all times.

There are processes and techniques to improve decision-making and the quality of decisions.

It would be wonderful to have the ability to solve all problems efficiently and in a timely fashion without difficulty, unfortunately though there is no one way in which all problems can be solved.

Critical thinking is important for effective problem solving and decision making as it helps us to avoid common obstacles, test our beliefs and assumptions, and correct distortions in our thought processes.

The training programme aims to help you solve work problems and make decisions to bring value to your organization/department/institution.

Objectives

The main objectives are to help participants:

- Enhance decision making, critical thinking and creative problem solving skills;
- Apply tools for identifying causes and generating solutions;
- Analyze and solve actual problems facing them at work.
- Develop strategic approach to decision making and problem solving.

Contents

Attention to details, Balanced decision making, Role of Creativity, Evaluating options, Decision making Tree, Practical and proactive thinking, Situation analysis, Mind Mapping Techniques for planning, decision making and problem solving, Stress Management.

Pedagogy

Class room lectures, Group Discussion, Case Studies and Role Play

Duration

February 25 –March 3, 2019.

Who should apply?

Officers from ministries/Govt.departments/universities/academic institutions.

Programme Fee

Rs. 32,000 per participant which includes institutional fee, single-room accommodation in the campus, food, course material etc. This does not include any other cost such as travel, pick up from and drop at the Airport/Railway Station/Bus stop etc.

Contact Persons

Dr. Ruby Dhar Coordinator, ruby.dhar@nic.in, 011-27787215 Extn 145

Dr. Chaitali Roy , Co-coordinator, drchaitali_pal@yahoo.co.in, 011-27787215 Extn 178

National Institute of Labour Economics Research and Development
Sector A - 7, Plot No. 25, Institutional Area, Narela
Delhi – 110040

Training Programme in Problem Solving, Decision Making and Stress Management
(February 25 – March 3, 2019)

Application Form

1. Name of Candidate :
(in Block Letters)
2. Gender : Male/Female
3. Age :
4. Designation :
5. Work Experience

Position Held	Duration	Name of the Institute	Nature of Assignment

6. Educational Qualification

Degree	Year	Name of University/ Department

7. Mailing Address

.....
.....
.....

8. Official Address

.....
.....
.....

9. State how the training programme relates to your current/future roles and responsibilities? (Attach separate sheets if necessary)

.....
.....

10. Undertaking:

I, certify that the statements made by me in this form are true, complete, and correct to the best of my knowledge and belief.

Signature of Applicant.....

Name

Designation.....

Completed Application Form should reach the following address before 10 days of the commencement of the Programme.

Dr. Ruby Dhar
Course Coordinator
National Institute of Labour Economics Research and Development
Sector A - 7, Plot No. 25, Institutional Area, Narela
Delhi – 110040
ruby.dhar@nic.in

Date :

Place:

Mode of Payment

Cheque/Bank Draft in favour of the “National Institute of Labour Economics Research and Development, Payable at Delhi”

NEFT Transfer

Account Name: National Institute of Labour Economics Research and Development

Name of the Bank: Corporation Bank, Narela Branch, New Delhi-110040

Account No.: 520101222575677

IFSC Code: CORP0000586

MICR No.: 110017043

In case programme is cancelled the fee paid will be reimbursed. Please provide following details for the same.

Name of the Bank:

Account No.:

IFSC Code :

MICR Code:.....