GOVERNMENT OF TELANGANA
IRRIGATION & CAD DEPARTMENT

From:
Sri. J. Vijaya Prakash., B.Tech
Engineer-In-Chief (Admn.),
Irrigation & CAD Department,
Govt. of Telangana, 1st Floor,
Jalasoudha,
Errummanzil, Hyderabad -82.

To:
All the Engineer-in-Chiefs/
Chief Engineers
Irrigation & CAD Department,
Govt. of Telangana.

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.

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 3 days 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)

[Signature]

for Engineer-in-Chief (AW)
Dr. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE
GOVERNMENT OF TELANGANA

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

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


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.
<table>
<thead>
<tr>
<th>Programme Title</th>
<th>Training Programme on “Stress Management”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Venue</td>
<td>Dr MCR HRD Institute, Road No.25</td>
</tr>
<tr>
<td></td>
<td>Jubilee Hills, Hyderabad 500 169</td>
</tr>
<tr>
<td>Duration</td>
<td>3-Days</td>
</tr>
<tr>
<td>3 – 5 February 2016</td>
<td></td>
</tr>
<tr>
<td>Aim</td>
<td>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.</td>
</tr>
<tr>
<td>Level and type of participant</td>
<td>Above the level of Gazetted Officers (Senior Officers)</td>
</tr>
<tr>
<td>Methodology</td>
<td>Lecture, Case Study &amp; Discussions, Group work, Interactions, Experience Sharing &amp; Role play methods</td>
</tr>
<tr>
<td>Last date of receipt of Nominations</td>
<td>26th January, 2016</td>
</tr>
<tr>
<td>The list of nominations to be sent to</td>
<td>Dr.O.Vijayasree, Professor, CMBS, Dr. MCR HRD Institute, Road No.25 Jubilee Hills, Hyderabad 500 169</td>
</tr>
<tr>
<td></td>
<td>Tel. 23548984 Ext. 415</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:vijayasreeo@yahoo.com">vijayasreeo@yahoo.com</a></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Date &amp;Day</th>
<th>Time</th>
<th>Topic</th>
<th>Resource Person</th>
</tr>
</thead>
</table>
|            | 10.30am-11.15am | - Registration & Introduction  
- Overview of the Program |                 |
| 3.2.2016   | 11.15am-1.00pm   | - Identifying the Sources and the Impact of Stress  
in various walks of one’s life |                 |
| **Wednesday** | 2.00pm-4.30pm   | - Yoga for Stress Management:  
- Strategies for Maintaining Eustress – Relaxation  
Techniques, Pranayama, Yoga & Meditation |                 |
|            | 5.00pm         | - Gym/games |                 |
| 4.2.2016   | 6.00am-7.00am   | - Yoga & Meditation |                 |
| **Thursday** | 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   | 6.00am-7.00am   | - Yoga & Meditation |                 |
| **Friday** | 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