



asci
Leadership through Learning

Programme on
**Stress Management and
Performance Coaching**

(March 03-07, 2025)



Administrative Staff College of India
(accredited as उत्कृष्ट by Capacity Building Commission, GoI)

PROGRAMME OVERVIEW

Over the past one decade, stress management has become a popular health program offered in work settings. Stress management refers collectively to a group of techniques that seek first to foster awareness and recognition of stress and related health effects; and secondly, to teach arousal (stress) reduction skills. It is important that we understand how and why exposure to a constantly changing work environment might be manifest in terms of poor performance, productivity and ill health. Until we can identify the source of stress it is unlikely that stress management activities will be successful. Therefore, it is necessary

1. To recognize our response to stress in behavioral, emotional and physical terms; also to understand how models of stress evolved to influence our thinking about the stress response and stress management.
2. To understand the differences between adaptive and maladaptive stress coping strategies.
3. To define and clarify what we mean by the word, 'stress'.
4. These steps are all vital to the effective management of stress and so will be discussed in the first part of this chapter. However, it is also important that we:
5. Identify potential sources of stress in our environment.

Performance coaching is an ongoing process which helps build and maintain effective employee and supervisory relationships. Performance coaching can help identify an employee's growth, as well as help plan and develop new skills. Using their coaching skills, supervisors evaluate and address the developmental needs of their employees and help them select diverse experiences to gain necessary skills. Supervisors and employees can work collaboratively on developing plans that might include training, new assignments, job enrichment, self-study, or work details.

PROGRAMME OBJECTIVES

By the end of the training, participants will be able to:

- ▶ Understand the relationship between stress and performance and recognize early signs of stress.
- ▶ Develop personal stress management strategies, including time management, mindfulness, and relaxation techniques.
- ▶ Apply performance coaching techniques to set goals, identify challenges, and create actionable plans.
- ▶ Foster a resilient work culture through enhanced communication, empathy, and collaboration.
- ▶ Identify individual and team-based performance barriers and use coaching to enhance productivity.

PROGRAMME STRUCTURE AND CONTENT

Module 1: Understanding Stress and Its Impact on Performance

◆ Topics:

- ▶ The biology of stress and its effects on the body and mind
- ▶ Recognizing different types of stressors in the workplace

- ▶ The connection between stress levels and performance (Yerkes-Dodson Law)

◆ Activities:

- ▶ Self-assessment on current stress levels and coping strategies
- ▶ Group discussion on identifying workplace stressors

Module 2: Techniques for Effective Stress Management

◆ Topics:

- ▶ Stress-relief practices: Breathing exercises, mindfulness, and physical activity
- ▶ Time management and prioritization
- ▶ Work-life balance strategies and setting boundaries

◆ Activities:

- ▶ Guided meditation or mindfulness exercise
- ▶ Time-blocking workshop for priority management

Module 3: Introduction to Performance Coaching

◆ Topics:

- ▶ Fundamentals of coaching: active listening, powerful questioning, and constructive feedback
- ▶ Goal-setting frameworks: SMART goals and OKRs (Objectives and Key Results)
- ▶ Techniques for identifying barriers and creating solutions

◆ Activities:

- ▶ Role-play in coaching conversations
- ▶ Workshop on developing effective performance goals

Module 4: Implementing Stress Management and Coaching in the Workplace

◆ Topics:

- ▶ Integrating stress management techniques into daily routines
- ▶ Using coaching to enhance team performance and collaboration
- ▶ Promoting a positive and resilient work culture

◆ Activities:

- ▶ Group discussion on fostering a supportive environment
- ▶ Practice sessions to integrate coaching into performance appraisals

Module 5: Continuous Growth and Development

◆ Topics:

- ▶ Building resilience for long-term stress management
- ▶ Creating a personal action plan for sustained performance improvement
- ▶ Tracking progress and accountability in stress and performance goals

◆ Activities:

- ▶ Participants create individual stress and performance action plans
- ▶ Post-training feedback and support resources

PARTICIPANT PROFILE

- ▶ Managers and Team Leaders: Those who lead teams and manage workloads to ensure high-performance results.
- ▶ Individual Contributors: Employees across all levels who face demanding job roles.
- ▶ Human Resources Personnel: Those involved in employee well-being and professional development.

Organisational sponsorship is essential

VENUE

The programme is fully residential and the participants will be accommodated in air conditioned single occupancy rooms. The college does not provide accommodation for the family. The college is Wi-Fi enabled in a comprehensive way.

DURATION

The programme duration is 5 days starting from **March 03-07, 2025**. The participants are expected to arrive a day before commencement and may leave after the conclusion of the programme.

PROGRAMME FEE

Residential Fee: Rs. 69,500/- (US \$1086 for foreigners) plus GST as applicable, presently 18% per participant. The fee covers tuition, board and lodging, courseware (in electronic form), and other facilities of the College including internet usage.

Non-Residential Fee: Rs. 59,500/- plus GST as applicable, presently 18% per participant. The fee covers tuition, courseware (in electronic form) working lunch, and other facilities of the College including internet usage.

A discount of 10% on the Programme fee for three or more participants from the same organisation will be given, provided the payment is credited into our Bank account before **February 28, 2025**.

Note: Kindly forward us the details of Bank/Wire transfer of fee payment indicating the **Programme Code (Prg/24 - 25/1/150)** to poffice@asci.org.in for confirmation.

Bank details are given below:

For Indian Participants :

Bank Account Number	62090698675
Beneficiary Name	Administrative Staff College of India
IFSC Code	SBIN0020063
Bank Name	State Bank of India
Branch Address	Bellavista Branch, Raj Bhavan Road, Somajiguda, Hyderabad - 500 082

For Foreign Participants:

Bank Account Number	62090698675
Beneficiary Name	Administrative Staff College of India
Swift Code	SBININBB327
Bank Name	State Bank of India
Branch Address	Bellavista Branch, Rajbhavan Road, Somajiguda, Hyderabad - 500 082.
Country	India

MEDICAL INSURANCE

The nominees are requested to carry with them the proof of Medical Insurance. The sponsoring agency is required to endorse the nominees' medical coverage in the event of hospitalisation.

LAST DATE FOR NOMINATION

Please use the prescribed/attached form. Last date for receiving nominations is **February 17, 2025**. Kindly contact Programmes Officer for further details (contact details are given at the end of the nomination form).

LAST DATE FOR WITHDRAWAL

February 24, 2025. Any withdrawals after this date will entail forfeiture of fee paid, if any.

ASCI ALUMNI ASSOCIATION

Participants of the College programmes will automatically become members of the ASCI alumni association.

CERTIFICATE OF PARTICIPATION

The College issues a Certificate of Participation on conclusion of the programme.

Programme Director

Prof. J Swarnalatha

e-mail: swarnalathaa.j@asci.org.in



ASCI is the first management development institution set up in the country at the instance of the Government of India and industry in 1956 to impart state-of-the-art management education for practicing managers, a legacy that we proudly take forward with a strong alumni of over 1,69,000. We are proud of our alumni which includes the leaders of Indian industry and senior Civil Servants in the government, public sector undertakings to be a part of this unique organisation. We are thankful to you all for the support extended in the past and look forward to your continuing patronage in 2024-25.

Also, ASCI conducts customized programmes for Government of India, State Governments, Public Sector, Private Sector and various international organisations. Our experienced faculty bring to the table a wealth of academic credentials, rich industry exposure and act as a catalyst in the classroom discussions, case study analyses and tutorials. Our faculty also conduct international programmes which provide an exposure to the global best practices. In addition to this, faculty at ASCI also carry out large number of management research activities (typically about 100 each year) which helps them provide the much needed value addition in the training programmes. In addition, we conduct non-residential programmes at our New Delhi Centre as well as off-campus programmes at the venue of the client's choice.



Administrative Staff College of India

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College Park Campus

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Delhi Campus

C-24, Institutional Area
South of IIT, Behind Qutub Hotel
New Delhi-110 016.

Tel: 011-26962204, 26961750, 26961850



ADMINISTRATIVE STAFF COLLEGE OF INDIA
Bella Vista, Raj Bhavan Road, Hyderabad - 500 082, (India)

Nomination Form

Programme on

Stress Management and Performance Coaching

(March 03-07, 2025)

Nominee's Contact Information :

Name (Mr/Ms) :	_____	Date of Birth :	_____
Designation :	_____	Qualification :	_____
Organisation :	_____		
Address :	_____		
Phone(s) :	(Off) : _____	(Mobile) :	_____
		Home :	_____
e-mail :	_____	Fax :	_____

Sponsor's Details

Name of the Sponsoring Authority _____	Designation _____
Organisation :	_____
GSTIN No. :	_____
Address :	_____

	Pincode : _____
Phone(s) :	(Off) : _____
	(Mobile) : _____
e-mail :	_____
	Fax : _____

Fee Particulars

Amount Payable :	_____	Mode of Payment (DD/Chq/NEFT) :	_____
Name of the Bank :	_____	Date of Instrument/Transfer :	_____
Instrument Number :	_____	UTR Number for NEFT :	_____

Medical Insurance

Name of the Insurance Agency	Policy Number	Validity upto
Note : Coverage should be available in Hyderabad, India		

Signature and Official Seal of the Sponsoring Authority :

NOTE : Forward nomination form to : **Mr. G. Sreenivasa Reddy, Programmes Officer**, Administrative Staff College of India, Bella Vista, Hyderabad-500 082. Phone : 0091-40-66534247, 66533000, Mobile: 9246203535, Fax : 0091-40-66534356, e-mail: poffice@asci.org.in