

Free eye check-up camp organised for artisans

Moradabad; 4th April 2017



Mr. Najmul Islam, Member, COA, EPCH and an eminent exporter from Moradabad, seen with the representatives from the support organisations

A one day free eye check-up camp was organised in Moradabad for artisans and their families by M/s Welfare Trust for Moradabad Artisans set up by EPCH. The camp was supported by Centre for Sight, Young Entrepreneurs Society and Moradabad Charitable Trust & Health Research Centre. The programme was actively supported by Mr. Vinod Khanna of Asian Vivekananda Super Speciality Hospital. This endeavour was met with overwhelming response.



Time & Stress Management

Seminar in New Delhi; 29th April 2017

An important aspect in regular working of organisations - time & stress was a topic at EPCH's recent awareness seminar in New Delhi. This was addressed by guest faculty from Fortune Institute of International Business Studies (FIIB) - Prof. (Dr.) Ritu Raj Kumar and Ms. Romaa Mageswari. Mr. Ravi K Passi, COA Member, EPCH, initiated the proceedings and moderated the program that was attended by around 25 member exporters. Mr. Ravi K Passi, COA Member, EPCH. The guest speakers shared their experiences and interacted with the attendees.

Prof. (Dr.) Ritu Raj Kumar introduced time & stress management as two very closely related terms and are usually dealt with, collectively. Explaining on a lighter note, he said that all stress is bad though there's good and bad stress. Good stress is excitement, thrills, etc. The goal is to recognise personal signs of bad stress and deal with them. He cited major causes of workplace stress, common symptoms of poor stress and time management as well as good stress and time management. He then suggested techniques to manage stress :

- Talk to someone. You don't have to fix the problem, report it.
- Notice if any of the muscles in your body are tense. Just noticing that will often relax the muscle.
- Delegate.
- If you take on a technique to manage stress, tell someone else. They can help you be accountable to them and yourself.
- Cut down on caffeine and sweets. Take a walk instead. Tell someone that you're going to do that.
- Use basic techniques of planning, problem solving and decision making.
- Concise guidelines are included in this guidebook. Tell someone that you're going to use these techniques.
- Monitor the number of hours that you work in a week. Tell your boss, family and/or friends how many hours that you are working.
- Write weekly status reports. Include what you've accomplished last week and plan to do next week. Include any current issues or recommendations that you must report



Seen among speakers are Mr. Ravi K Passi, COA Member, EPCH; Guest Faculty from FIIB - Prof. (Dr.) Ritu Raj Kumar and Ms. Romaa Mageswari



to your boss. Give the written status report to your boss on a weekly basis.

- And do something you can feel good about.

Prof. (Dr.) Ritu Raj Kumar also enumerated simple techniques to manage time by emphasizing that there never seems to be enough time in the roles of management and supervision. Therefore, the goal of time management should not be to find more time. The goal is set a reasonable amount of time to spend on these roles and then use that time wisely. He then suggested techniques like realistically and practically analysing time; making a "todo" list; differentiating between "Where can I help?" and "Where am I really needed?"; delegating work; sorting mail into categories; have a place for everything and put everything in place (this will make your people see that you are somewhat organised, rather than out of control); and learn good meeting management skills as meetings can become a terrible waste of time. As the best suggestion for saving time, the speaker set out a golden rule - schedule 10 minutes to do nothing. That time can be used to just sit and clear the mind, think more clearly, resulting in more time in the day. The best outcome : it reminds that one is not a slave to a clock - and that if 10 minutes are taken out of a day, no one and no firm will fall apart. ■