



Skyways Air Services (P) Ltd

Add: 128 & 129-A, Mahipalpur Extension, Rd Number 4, N.H.8, New Delhi, Delhi 110037

Ref. No.: SASPL/ 2023/467

Date: 13/02/2023

Dr. Ruchika Yadav,
K R Mangalam University,
Gurugram Sohna Road,
Haryana

Subject: Award letter for Consultancy project on "Work Life Balance & Stress Management".

Dear Dr. Ruchika,

We are pleased to inform you that your consultancy proposal on " Work Life Balance & Stress Management " at our organization is accepted. After thorough evaluation of various proposals, we are confident that you and K.R. Mangalam University's are capable to deliver best mentoring and training services under this consultancy project. We have agreed to pay a consultancy fee of Rs. 2,25,000/- to K.R. Mangalam University.

We look forward to a successful collaboration and the positive impact of the training program on our organization.

Regards,

For Skyways Air Services (P) Ltd.

Himanshu

Authorised Signatory

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K.R. Mangalam University
Sohna Road, Gurugram, (Haryana)

Consultancy Project on

Work Life Balance & Stress Management

Introduction


Work-life balance and stress management for employees are very sought in today's competitive climate, and if there isn't job satisfaction and regularity in life, it can be problematic for working men and women. Everywhere in the world, there is stress related to finding a work-life balance, which affects everyone. When there is no job satisfaction, it becomes critical. Gaining consistency between professional and personal work is necessary for work-life balance in order to lessen conflict between professional and household life. Any organization's overall performance is based on the performance of its personnel, which in turn depends on a number of variables. These elements may have an impact on job satisfaction.

Perhaps the biggest and most urgent threat to workers' mental health in our society is the pressure of an increasingly demanding work environment. Increased working hours have a significant impact on a large number of people's lifestyles, which will harm their mental health. Work-life imbalance and stressful working conditions are components of a larger problem. Although not conclusive, it is possible that company initiatives to address task allocation could give employees who struggle with work-life balance a better balance. The main contributor to work-life imbalances is the need for businesses to address workload and schedules. The need for more effective and widespread communication of the observable benefits of creating environments that encourage work-life balance is evident.

Workers who report having a good balance between job and personal/family life experience less stress than workers who don't. This is according to a poll conducted by Human Solutions. The high rate of workplace stress among knowledge workers raises questions about the affordability and sustainability of the demands placed on the employees' time and careers. Employees should evaluate the professional and personal dangers of job stress, paying particular attention to knowledge workers who work long hours. Stress and finding a work-life balance go hand in hand. It appears that what matters in this regard is how much workers value balance in their lives and how well workplace policies and practises help them to accomplish this aim.

Work is a significant source of happiness for many people, but it is also a significant cause of stress. Due to the globalisation of the world economy and economic rationalisation, which leads to employment restructuring, increased workload, and job insecurity, many firms continue to modify themselves and their working environments. Workplace stress has a number of negative consequences on employees, including those on their potential, organisational productivity, mental and physical health, absenteeism and its financial cost, and a higher impact on families. Work-life balance has consistently been cited as supporting the relationship between the quality of working life and overall life quality.

The excessive demands of work are thought to create a particular problem that needs to be addressed in affluent countries.. Finding a balance between work and life at home is becoming more and more important to many people. This suggests that their main professional goal is to balance and integrate their demands as individuals, as a family, and as a professional. The lengthy hours that many people must put in at work can undoubtedly be connected to a growing desire to combine work with other elements of life.


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The achievement of balance between the job and non-work areas of their lives is a key component of young people's desire to develop and manage their professions on their own terms. "Satisfaction and good functioning at work and at home with a minimum of conflict" is the definition of work-life balance. The absence of unacceptable levels of conflict between work and non-work needs is thus sometimes used to describe it. Therefore, a conflict occurs when demands for work and non-work are not equal. Due to this, an imbalance between work and non-work activities is frequently referred to as a work/family conflict or a work/non-work conflict. Such conflicts might arise when job responsibilities conflict with personal obligations,

The pace of change with its attendant upheavals and adjustments, the advances in information technology and information load, the requirement for speed of response, the value placed on excellent customer service and its implications for constant availability, and all of these factors demand our time and can be sources of stress. As a result, the need for work takes over daily activities and a sense of work-life balance develops.

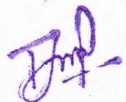
The overall conclusion is that work-life balance and stress management are ongoing issues that need to be managed rather than being problems that need to be solved.

OBJECTIVES :-

1. To identify the warning indications of a poor work-life balance .
2. To determine what actions companies might take to improve work-life balance in the workplace.
3. To offer suggestions for improving work-life balance.

The Signs of Unhealthy Work life Balance which were discussed during the project.

1. Weariness. We become physically and mentally exhausted when we consistently put in long hours at work and fail to set boundaries between work and home life. We are less efficient and more prone to errors. We run the danger of harm, liability, and even jeopardising our professional reputation due to sluggish or inadequate performance because our minds are foggy and our reflexes are slower.
2. Ignorance. We miss significant family occasions when we don't set boundaries between work and home life. We also miss special occasions, such as birthdays and anniversaries. Relationships with loved ones can suffer greatly from our absence, and they may feel neglected.
3. No relationships. We don't spend any time fostering and expanding our connections since we are so preoccupied with our careers. Friends are a crucial component of our support network. They provide us with positive energy and support, prevent us from being isolated as a result of our heavy workloads. A strong support network is essential for finding balance in life, enjoying fulfilment, and finding personal happiness. But friendships must be fostered. Otherwise, they lose quality or don't last as long.
4. An increase in work. We will be paid more as a result of putting in more work at the workplace and doing so consistently. More tasks and responsibilities will be assigned to us. While taking this step may be a terrific way to progress professionally and earn more money, we must make sure it does not negatively impact our other responsibilities. This is a precarious slope that can easily lead to an endless loop of labour, worries, and demands.


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Effects of Stress:

Stress can linger for a long time if there is either no work-life balance or an inappropriate amount. Cardiovascular disease, issues with sexual function, immune system issues, migraines, backaches, stiff muscles, depression, weight gain, substance abuse, anxiety, difficulty concentrating, forgetfulness, irritability, poor coping mechanisms, low self-esteem, feeling out of control, and mental and physical exhaustion are all possible effects of stress.

It is simple to understand how any profession may influence the health. Stay away from statistics. Be in charge of the schedule, job, and personal life. The personal life and profession can both be fulfilling. This is quite likely and in one's control. To create, the people must truly desire it and be prepared to alter.

Modifying Workplace to Improve Work-Life Balance It is a good idea to incorporate our place of employment in the evaluation of our work-life balance. The following should be possible in the workplace:

- Informing employees that excessive work hours may be detrimental to their well-being
- Encourage the staff to be more honest about their workplace issues, particularly those involving the hours. They ought to give the staff members the confidence that they can stand up for their rights.
- Develop workable policies that recognise the connection between stress at work and mental health issues. These laws ought to include details on the tasks and roles that employees will play in supporting mental health. The rules should also outline how the organisation can help its staff members who are struggling with mental health difficulties.
- Provide managers with better training so they can recognise stress and a lack of a healthy work-life balance. Additionally, managers need to receive adequate training in creating better employee protection measures.
- Work with a prioritisation system, meaning complete the most critical tasks first before moving on to less important work, to ensure that the duties can be managed within a time frame. Encourage calming activities that could improve mental health, such as physical exercise, yoga & meditation.
- Conduct workplace audits to find any parts of policy, practise, or culture that can jeopardise everyone's ability to maintain a healthy work-life balance.
- Regularly monitor and assess the policies in relation to work indicators including absenteeism, sickness, and staff satisfaction.
- Enable all employees to receive support services and counselling provided during working hours in the same way they would attend a medical visit. Tips for Dealing with Stress and Maintaining a Balanced Work/Life Relationship.
- Permit employees to work four shifts of 10 hours each, as opposed to defining the workweek as lasting five days. Employees can take three days off each week instead of the usual two-day weekend.
- Implement a work-from-home policy when it's practical. Even a few days per year of providing this advantage can make a difference.


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- Provide on-site childcare for employees or include a benefit that would do so at a reduced cost.
- Arrange with a nearby dry cleaner or even think about putting one on-site.
- Provide a reward for tax preparation services.
- Provide free gift-wrapping services throughout the year, especially at holidays and special events.
- Think about giving family vacation packages to high-performing staff instead of or in addition to monetary bonuses.
- Allow employees to arrange flextime according to their preferred work hours (7 a.m. to 4 p.m., 8 a.m. to 5 p.m., and 9 a.m. to 6 p.m.). If several workers ask for the same shift, propose a rotating schedule to accommodate everyone.
- Provide staff with seasonal hours that allow them to depart early on Fridays.
- To motivate employees to recognise their service, provide them with an additional paid day off on their yearly work anniversaries. By giving them the day off, their employer will serve as a constant reminder of their value.
- Encourage staff members to keep professional and personal life separate by asking them not to check their voicemail or e-mail after hours or on weekends.
- Permit workers to make up lost time by taking a longer lunch break if they arrive early or stay late. The staff will find it simpler to book appointments or conduct errands during their break with this option.
- Host meetings virtually so that participants are not required to be present.
- Encourage staff to frequently rehydrate and use the loo (at least once every hour) during breaks.


How can we keep a healthy work-life balance?

The easiest way to manage balancing the demands of a busy lifestyle is to frequently analyse and evaluate your priorities.

Here are some suggestions finding a healthy work-life balance:

- Manage your time well—review job activities, priorities, and success factors • Set goals based on your highest values

Build resilience and maintain a positive outlook. Avoid stress, mental exhaustion, and burnout. Maintain a healthy lifestyle—take care of yourself, eat well, get enough sleep, and set aside some time to engage in exercise or another activity you enjoy. Enlist a good support system—learn to communicate effectively with others.


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Budget Allocation:

S.No.	Category	Allocation of Money (Rs)
1.	Research and Analysis	67,500
2.	Employee Engagement	45,000
3.	Policy Development	33,750
4.	Training and Development	33,750
5.	Implementation of Initiatives	45,000
	Total Budget	2,25,000

CONCLUSION :

Over the past few decades, job stress has increased in all organisations and has had a significant impact on performance. Despite its significance, there hasn't been a good programme for stress management. Job stress must be closely monitored and managed because it has an impact on productivity outcomes. Even while organisations offer employee assistance programmes like stress management and flexible work schedules, the complex nature of stress still seems to have a negative impact on health and work-life balance. Therefore, for increased productivity, it is the obligation of both the company and the employee to improve the work-life balance.

Dr. Ruchika Yadav
Professor- School of Management & Commerce
K R Mangalam University
Gurugram


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K.R. Mangalam University
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K.R. MANGALAM UNIVERSITY
THE COMPLETE WORLD OF EDUCATION

To

Finance Manager/ HR Manager
M/s Skyways Air Services Pvt. Ltd.
A-128 & 129, Mahipalpur Extension
N.H.8, Next to Hotel Ramhan
New Delhi - 110037

Invoice No. : 10/Feb/2022-23

Invoice Date : 24/02/2023

Invoice for Corporate Training

Particulars	Amount (Rs.)
Invoice for services rendered in relation to the corporate training titled "Work Life Balance & Stress Management"	2,25,000
Net Amount Payable	2,25,000


(Rupees Two Lakh & twenty Five Thousand Only)

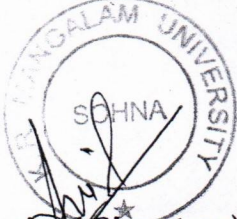
Please make the payment of the invoice by NEFT/RTGS/IMPS as per Bank Detail:

Beneficiary Name : K.R. Mangalam University
Account No. : 091101000622
IFSC CODE : ICIC0000911
Bank : ICICI Bank Ltd.
Branch : Sohna Bus Stand, Gurgaon

PAN : AAJCS3143G

For K. R. Mangalam University


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K.R. Mangalam University
Sohna Road, Gurugram, (Haryana)


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