

Terms of Reference – Work life Balance

Organization:

Foundation for Innovative New Diagnostics (FIND) is established in India as an independent non-profit created under Section 8 (Indian) Companies Act, 2013 with its office in New Delhi. FIND India is the key implementing partner of Central TB Division, Ministry of Health & Family Welfare, Government of India, for strengthening and expanding TB laboratory diagnostic capacity within the Revised National TB Control Program (RNTCP) supported by the Global Fund. FIND India is a subsidiary of FIND, an international non-profit organization based in Geneva, Switzerland. The organization is dedicated to activities that result in: 1) new diagnostic tools; 2) expanded access to these tools; and 3) strengthened diagnostic testing capacity for poverty-related diseases in low- and middle-income countries.

Location: FIND India Office, New Delhi

Background and Overall objective:

FIND India is growing and leading and managing lab strengthening and project implementation. We have identified gaps where training is required to deal with internal and external challenges. Creating a balance between work and life can be challenging, whereas both demand attention and energy. With a work-life balance, individual will be able to manage time better, which will impact various aspects of life positively. This training will be focusing on relevant life and work matters, setting practical goals, and communicating and managing better. This training shall serve to improve their overall understanding of the contemporary issues in organization, and to increase the efficiency and quality of project delivery.

For more information about the organization, please visit <http://www.finddx.org/>

Key Topics:

The outcome of this training.

1. Understand the benefits of a work-life balance
2. Recognise the signs of an unbalanced life
3. Learn about employer resources for a balanced lifestyle
4. Communicate effectively
5. Working from home
6. Manage time
7. Flexible work options (Job sharing, Job redesign)
8. Learn to manage stress

Participants:

All Staff (Design and facilitate a approx. up to 3 hours virtual interactive training e.g. play shop etc on effective way of working for approximately 35-40 participants in early Nov 2021. There will be 2-3 batches for these trainings.

Experience: Minimum 10 years' experience in the relevant training

Posted: 11 October 2021



Deadline to send your application: Please mail a proposal including details of modules, profile (details of virtual training conducted, methodology and clientele) and financial and three references to HR-IN@finddx.org and by **25 October 2021**.