



वी.वी. गिरि राष्ट्रीय श्रम संस्थान

(श्रम एवं रोजगार मंत्रालय, भारत सरकार का स्वायत्त निकाय)

V.V. GIRI NATIONAL LABOUR INSTITUTE

(An Autonomous Body of Ministry of Labour and Employment, Government of India)

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डॉ. अरविंद

महानिदेशक

Dr. Arvind

Director General

No. PRG/IRP/31/23

November 22, 2023

Subject: - Training Programme on Behavioural Skills for Developing Effective Leadership from January 08-12, 2024 VVG NLI Campus, NOIDA

Sir/Madam,

It is our pleasure to inform you that the V. V. Giri National Labour Institute is organising a Training Programme on **Behavioural Skills for Developing Effective Leadership** from **January 08-12, 2024** at VVG NLI Campus, NOIDA.

The programme is specifically designed for officials and plant level representatives of Trade Unions/ Associations/Federations from Government, Public and Private Sector Organisations. The programme will discuss the concept of motivation, leadership and commitments of others in organisational process for achieving organisational goals. It will also involve learning procedures and skills which will help in realizing set organizational goals and objective in a systematic manner. The programme details are given in the enclosed brochure.

We hope you will find this programme useful for your employees and would like to nominate employees from your organisation to participate in this programme. Kindly send us your nominations along with programme fee latest by December 29, 2023 .

With regards,

Yours sincerely,

(Dr. Arvind)

To:

- Central and State Organisations
- Public Sector Undertakings
- Private Sector Undertakings
- Government Establishments



डॉ. अरविंद
महानिदेशक
Dr. Arvind
Director General

पीआरजी/आईआरपी/31/23
22 नवम्बर, 2023

विषय: वी. वी. गिरि राष्ट्रीय श्रम संस्थान, नौएडा में जनवरी 08-12, 2024 के दौरान आयोजित **प्रभावी नेतृत्व विकास के लिए व्यवहारवादी कौशल** विषय पर प्रशिक्षण कार्यक्रम


महोदय / महोदया,

आपको यह बताते हुए खुशी हो रही है कि वी वी गिरि राष्ट्रीय श्रम संस्थान अपने परिसर में जनवरी 08-12, 2024 के दौरान **प्रभावी नेतृत्व विकास के लिए व्यवहारवादी कौशल** विषय पर एक प्रशिक्षण कार्यक्रम का आयोजन कर रहा है।

यह कार्यक्रम विशेष तौर पर सरकार, सार्वजनिक और निजी क्षेत्र के संगठनों से अधिकारियों तथा ट्रेड यूनियनों / संघों के संयंत्र स्तर के प्रतिनिधियों के लिए तैयार किया गया है। इस कार्यक्रम में संगठनात्मक लक्ष्यों को प्राप्त करने के लिए संगठनात्मक प्रक्रिया में प्रेरणा, नेतृत्व एवं दूसरों की प्रतिबद्धताओं की अवधारणा पर चर्चा की जाएगी। इसमें सीखने की प्रक्रियाएं एवं कौशल, जो उन्हें तय संगठनात्मक लक्ष्यों एवं उद्देश्यों को व्यवस्थित ढंग से प्राप्त करने में सहायक होंगे, भी शामिल होंगे। कार्यक्रम के विवरण संलग्न विवरणिका में दिये गए हैं।

हमें आशा है कि आप इस कार्यक्रम को अपने कर्मचारियों के लिए उपयुक्त पाएंगे तथा इस कार्यक्रम में भाग लेने हेतु अपने संगठन से कर्मचारियों को नामित करेंगे। कृपया प्रतिभागिता शुल्क के साथ अपने नामांकन हमें 29 दिसंबर 2023 तक भेज दें।

सादर,

भवदीय,

(डॉ अरविंद)

सेवा में,

- केंद्रीय और राज्य संगठन
- सार्वजनिक क्षेत्र के उपक्रम
- निजी क्षेत्र के उपक्रम
- सरकारी प्रतिष्ठान

**Training Programme
on
Behavioural Skills for
Developing Effective Leadership**

**Janaury 08-12, 2024
V.V. Giri National Labour Institute, NOIDA**

**V.V. Giri National Labour Institute
Sector – 24
Gautam Budh Nagar
Noida Uttar Pradesh-201301**

COURSE DIRECTOR

Dr. Shashi Bala
Senior Follow
sbalatraining@gmail.com

COMMUNICATIONS

Mr. Nagesh Nitla
Programme Officer
Phone: 0120- 2411533-35
Phone 0120- 2411471
Email: vvgnlitraining@gmail.com
Website: www.vvgnli.gov.in

INTRODUCTION

Leadership is a *sine qua non* for sustaining any organisation. Leadership is acquired in the process of learning. The process involves molding behaviour in certain manner to mobilise, motivate and commit others in the organisational process of achieving certain goals. It also involves learning procedures and skills which help in realizing set organisational goals and objectives in a systematic manner.

AIM

To enhance personal and collective skills needed for effective leadership by way of experiential learning for individual and group leadership.

OBJECTIVES

- To enhance effective leadership skills;
- To sharpen Interpersonal skills;
- To acquaint with concept of emotional Intelligence;
- To strengthen consensus building; and
- To inculcate the skills for creative problem solving.
- To provide awareness on Labour Codes

COURSE PROFILE

Leadership skills, decision making, time management, management skills, assertiveness techniques, communication strategies, better work relationship, techniques to manage emotions and project management skills.

METHODOLOGY

Experience based learning through the following processes individual v/s collective processes: understanding, experiencing, owning, experimenting, multiplying and strengthening, internalizing, applying and sustaining effective leadership

PARTICIPANT'S PROFILE

Officials and Plant level representatives of Trade Unions/Associations/Federations from Government, Public and Private Sector Organisations.

DATE AND DURATION

January 08-12, 2024

The programme will commence on January 08, 2024 at 9.00 a.m. and will conclude on January 12, 2024 after lunch. The classes will be held from 9:00 am to 05:00 pm.

PROGRAMME FEE

Rs. 23250/- +18% GST per residential participant on single occupancy basis

Rs. 21000/-+18% GST per residential participant on double occupancy basis

Rs. 18000/- +18% GST per non-residential participant

The fee is payable in advance by NEFT/ECS in favour of V.V.Giri National Labour Institute, Noida. The fee is not refundable once the nomination is accepted. The bank details are as given below:

Name of the Bank	: Indian Overseas Bank
Address of the Bank	: Nithari, Noida 201301
A/C Number	: 059702000001131
Type of Account	: Current Account
MICR cord	: 110020029
NEFT/ IFSC code	: IOBA0000597
Pan Card No.	: AAAAV5227F
GST No	: 09AAAV5227F1ZI

VENUE

V.V.Giri National Labour Institute,
Sector-24, NOIDA- 201301,
Distt. Gautam Budh Nagar, Uttar Pradesh

The campus of Institute is situated near Prakash Hospital and NTPC Office. The distance of the campus from New Delhi Railway Station is 20 Kms. Noida City Centre Metro Station is about 1.5 kms from VVGNNLI, Noida. .

STAY ARRANGEMENT

For residential participants lodging and boarding will be arranged from the afternoon of January 07, 2024 till the forenoon of January 13, 2024. Accommodation will be on twin sharing basis. For extended stay or early arrival, lodging & boarding charges would be borne by the participants.

LAST DATE

The last date for receiving the nominations is December 29, 2023. Because of limited number of seats, we will be constrained to admit participants on first-come-first-serve basis and regret acceptance thereafter.

COURSE DIRECTOR

Dr. Shashi Bala, Senior Fellow

Beside VVGNI faculty, guest faculty would be drawn from practitioners in the field.

COMMUNICATION

Mr. Nagesh Nitla
Programme Officer
V.V.Giri National Labour Institute
Sector-24, Noida- 201301
Distt. Gautam Budh Nagar
Uttar Pradesh
Telephone : 0120- 2411533-35
Prog. Section :-0120-2411471
Email : vvgniltraining@gmail.com

All the participants may be informed to take preventive measures due to COVID-19 pandemic:

➤ **Use Face Mask** **Sanitize Hand** **Observe** **Social**
Distance

STAY SAFE

STAY FIT

V.V. Giri National Labour Institute
NOIDA

NOMINATION FORM

Training Programme on Behavioural Skills for Developing Effective
Leadership
January 08-12, 2024

Nominee's Full Name
(in block letters) : _____

Name of the Organisation : _____

GST No. : _____

Designation : _____

Address : _____

: _____

: _____

: _____

Telephone : _____

Email : _____

Single Occupancy/Residential/Non Residential (Put ✓ mark)

Date:

Signature

Mail to:

Mr. Nagesh Nitla
Programme Officer
V.V.Giri National Labour Institute
Sector-24,Noida- 201301
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