

No. PRG/TTP/13/23
December 18, 2024

Subject: Training Programme on Improving Negotiation Skills from February 20-21, 2024.

Dear Sir/Madam,

We are glad to inform you that the V.V. Giri National Labour Institute has scheduled a Training Programme on **Improving Negotiation Skills** during **February 20-21, 2024**.

The programme aims to empower participants with the ability to navigate complex negotiation situations with confidence, professionalism, and strategic thinking.

The Institute would provide free boarding and lodging facility and will reimburse to and fro Second Class Sleeper train fare on production of tickets to the participants. It may be ensured that nominee(s) should have Aadhar number. The nominations of only those participants will be accepted who have Aadhar number and bank account. The reimbursement of travel fare to the nominees would be made through NEFT only. The nominee(s) may be informed to bring their Aadhar Card and bank details (name of bank, name of bank branch, IFSC code and bank account no.) with them. The bank details and a copy of Aadhar Card must be enclosed by nominee while filling up TA form at the institute. All the nominees may be informed accordingly

We request you to nominate 04 participants from your organisation. Brochure providing all the details of the training programme, including the modalities for nominations is attached.

With regards,

Yours sincerely,

(Nagesh Nitla)
Programme Officer

To:

- All Central Trade Union
- NGOs

Training Programme on Improving Negotiation Skills

February 20-21, 2024

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

COURSE DIRECTOR

Dr. Shashi Bala
Sbalatraining@gmail.com

COMMUNICATIONS

Programme Officer
Phone: 0120- 2411533-35
Phone 0120- 2411471
vgnlitraining1@gmail.com
Website: www.vvgnli.gov.in

Negotiation skills are a set of abilities and techniques that enable individuals to reach agreements, resolve conflicts, and achieve mutually beneficial outcomes in various situations. These skills are essential in both personal and professional settings and can greatly impact one's ability to communicate effectively, build relationships, and achieve goals.

AIM

To empower participants with the ability to navigate complex negotiation situations with confidence, professionalism, and strategic thinking.

OBJECTIVES

By the end of the training program, participants would be able to:

- Understand the Principles of Negotiation:
- Identify Different Types of Negotiation:
- Prepare Effectively for Negotiations:
- Master Communication and Active Listening:
- Manage Emotions and Build Rapport:
- Negotiate Win-Win Solutions:
- Handle Difficult Situations and Deadlocks:
- Apply Negotiation Skills in Real-Life Situations:

METHODOLOGY

Lectures, individual and group presentations, sharing case studies

PARTICIPATION

Central Trade Union Leaders and NGOs

DATE

February 20-21, 2024

The timings are 10:00 am to 05:00 pm. The programme will commence on February 20, 2024 at 10.00 a.m. and conclude on the afternoon of February 21, 2024

STAY ARRANGEMENT

Stay arrangement will be made in the hostel of the V.V. Giri National Labour Institute. The lodging on twin sharing basis and boarding will be provided by the Institute from the afternoon of February 19, 2024 till the forenoon of February 22, 2024. For extended stay or early arrival, lodging & boarding charges would be borne by the participants.

TRAVELLING EXPENSES

1. No fee is charged from the participants.
2. The Institute would reimburse travel expenses of the participants for 2nd class sleeper Train/Bus fare from their place of work to NOIDA on production of **ORIGINAL** ticket for inward journey and for return journey, a photo copy of ticket should be produced to claim reimbursement. Without submission of tickets, no reimbursement claim will be permissible. The nominees should be informed about the reimbursement procedure accordingly to avoid inconveniences.
3. It may be ensured that nominee(s) should have Aadhar Card. The nominations of only those participants will be accepted who have Aadhar number. The reimbursement of travel fare to the nominees would be made through NEFT only. The nominees should be instructed to provide Aadhar Number, Bank Account Number, IFSC Code of Bank, Bank Name and Branch of the Bank. The bank details may be indicated by nominee while filling up TA form at the institute
4. The local conveyance will be reimbursed restricted to the actual expenditure incurred or Rs. 500/- whichever is less (Rs. 350/- for Delhi & NCR).

COMMUNICATION

The sponsoring authority is requested to send nomination forms duly filled in by the nominees alongwith sponsorship letter. Sponsorship letters without nomination forms will not be considered.

All Correspondence should be addressed to:
Consultant (Programme)
V.V.Giri National Labour Institute
Post Box No. 68, Sector – 24
NOIDA, Distt. Gautam Budh Nagar
Uttar Pradesh – 201 301

Telephone: 0120-2411471, 2411533-35,
E-mail : vvgnltraining@gmail.com

**V.V.GIRI NATIONAL LABOUR INSTITUTE
NOIDA**

**Training Programme on Improving Negotiation Skills
February 20-21, 2024**

NOMINATION FORM

VENUE

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

IMPORTANT INSTRUCTIONS

- This form must be filled by the nominee and sent to the address given below;
- Do not delay. Please mail this form immediately.

GENERAL INFORMATION

1. Nominee's Full Name Mr./Ms. _____
(In Block Letters)
2. Age and date of birth : _____
3. Educational Qualification : _____
4. Whether
SC/ ST/OBC/General : _____

ORGANISATION DETAILS

5. (a) Name of the Organisation: _____
: _____
(b) National Affiliation : _____
: _____
6. Address for Correspondence : _____
(In block Letters) : _____
Telephone : _____ e.mail: _____
7. Have you attended any : _____
programme from this Institute?
If yes, give details. _____

I. II. DETAILS OF CURRENT EMPLOYMENT

- (a) Designation : _____
- (b) Organisation : _____
- (c) Nature of Work : _____
- (d) Address : _____

II. III. BANK DETAILS OF PARTICIPANT

- a. Aadhar Number : _____
- b. Name of Bank : _____
- c. Bank Branch name : _____
- d. Account No : _____
- e. IFSC Code : _____

Date

(Signature)

Mail to:

All Correspondence should be addressed to:
Nagesh Nitla
Programme Officer
V.V.Giri National Labour Institute
Sector – 24,NOIDA, Distt. Gautam Budh Nagar
Uttar Pradesh – 201 301
Telephone: 0120- 2411471, 2411533-35
E-mail : vvgnlitraining1@gmail.com
Website : www.vvgnli.gov.in