

Online Capacity Building Programme on Enhancing Work Proficiency

May 11-15, 2020



V.V. Giri National Labour Institute,

Noida, Uttar Pradesh, India – 201301

Context

In today's knowledge economy boosting productivity is crucial for sustainable growth of all organizations dealing with human behaviour. A workplace has to be driven by efficiency and achievement that manifests itself in the form of tangible results for the organization, and is rewarding for the employee. Employee productivity is a major concern for employers and a lot of it has to do with the environment at the work place, and the work conditions along with a series of factors that define the work culture. Employers have to implement wide spread changes in their setup to improve the productivity of their work force. Employee talent is a valuable asset for a company or organization, and it needs to be unleashed to its fullest by keeping the employees motivated to perform and deliver the results they are qualified for and capable of. It is also a fact that this can be achieved with involved, engaged employees who work harder, smarter, and better.

Culture creates a sense of order, continuity, and commitment that permeates every aspect of the organization. Culture is often difficult for an organization to articulate, but its impact is far reaching and influences management, process, products, employee attraction and retention, productivity, reputation, and ultimately the bottom line. Organizational culture has increasingly come to be understood as an asset to enhance performance. When a workplace culture is supportive and at the same time aware of the importance of gender equality, respectful relationships, opens to doing things differently; committed to taking action to build a fairer workplace, the result is better employee productivity.

It is in this context, that the V.V. Giri National Labour Institute is organizing **Online Capacity Building Programme on Enhancing Work Proficiency** with the objectives of promoting sustainable development via promoting culture of inclusive workforce.

श्रमेव जयते

Aim

The aim of the programme is to make leaders aware about importance of work proficiency to achieve personal and organizational goals via enhancing work culture.

Objectives

- To have familiarity with the changes and trends in Industrial relations.
- To sharpen skills of time management.
- To manage Anger, Time & Stress.

Course Profile

Principles and techniques of time management, enhancing leadership skills for stress and its management, controlling anger, Trends in Industrial Relations

Tentative Programme Schedule/ संभावित कार्यक्रम डिजाइन

Mode of training: Online (Webex/Zoom and email/phone as per the convenience of the target group)

11.30 a.m -12.30 noon through (Webex/Zoom) and email /phone for the rest of the Day

Date/Day 11/05/2020 Monday	Understanding Self स्वयं को समझना Dr. Shashi Bala, Fellow, VVGNI
12/05/2020 Tuesday	Trends in Industrial Relations औद्योगिक संबंधों में रुझान Dr. Shashi Bala, Fellow VVGNI
13/05/2020 Wednesday	Time Management समय का प्रबंधन Dr. Shashi Bala, Fellow VVGNI
14/05/2020 Thursday	Managing Stress & Anger during COVID-19 COVID-19 के दौरान तनाव और क्रोध का प्रबंधन Dr. Shashi Bala, Fellow VVGNI
15/05/2020 Friday	Preparing Action Plan for Enhancing Work Proficiency कार्य प्रवीणता बढ़ाने के लिए कार्य योजना तैयार करना Dr. Shashi Bala, Fellow VVGNI
	Valedictory Session Dr. H. Srinivas, Director General, VVGNI Dr. Shashi Bala, Fellow, VVGNI

Training Delivery and Methodology

This training will be delivered in an online mode. The training will primarily be interactive in nature with the provision Case studies; Managerial Games; Group Work; Lecture. Comprehensive literature will also be provided to the participants as a part of the programme.. One the whole, the programme will be participative in nature

Resource Persons

Faculty members of VVGNNLI specializing in behavioral science will be the primary resource persons.

Participation Level

Management Personnel and Plant level trade union leaders from Government Establishments, Public and Private Sector Undertakings.

Participants should have working knowledge of English/Hindi Language. Further, as this is an online training, those enrolling in the programme should have access to internet and laptop/desktop with audio-visual facilities.

Dates and Duration

This programme is scheduled from May 11 to May 15, 2020. On each day, online lectures and discussion sessions will be held from 11.30 am to 12.30 pm followed by discussion through email and mobile on exercises provided to the participants during online sessions.

Nomination and Enrolment

The nominations of those interested in participating in this training, nominated either through organizations or individually, may be forwarded to: shashibala2002@gmail.com/balashashi.vvgnnli@gov.in The following details should be provided in the nomination: Name of the Participant; Gender; Age; Institutional Affiliation and Designation; Email; Mobile Number.

Last Date for Receiving Nominations

MAY 10, 2020

The nominations received will be scrutinized by the Course Director and those selected will be intimated individually via email. They will also be informed the log-in details to access the online programme and related training resources. Those who successfully complete the programme will be provided a certificate by the VVGNNLI.

Enrolment Fee

There is no fee for enrolment/participation in the programme.

Key Contacts

Dr. Shashi Bala, Course Director, Fellow,

Email: shashibala2002@gmail.com/balashashi.vvgnli@gov.in

