

5. PRG/IRP/17/19
October 9, 2019

Subject: Training Programme on Managing Work Effectively: A Behavioural Approach from December 9-12, 2019 at VVGNI Campus, NOIDA

Dear Sir/Madam,

We are pleased to inform you that the V. V. Giri National Labour Institute would be organising a Training Programme on **Managing Work Effectively: A Behavioural Approach** from **December 9-12, 2019** at the Institute's campus, NOIDA.

The programme is meant for Managers, Executives/Officers, Trade Union Leaders. The objective of the programme is to enhance creativity in self, group and organisation to help in developing a supportive culture. It will increase the potential of individual participants in achieving the desired objectives of the organisation. It will also contribute in creating and strengthening a collaborative approach in dealing with work effectively and productively which would, in turn, benefit the organisation through their enhanced personal and interpersonal insights, sensitivity, effectiveness and resourcefulness. The Institute had successfully organised a series of these programmes in the past and participants from Government Departments, Public Sector Undertakings and Private Sector Industries participated.

We hope, you will find this programme suitable for your personnel and would nominate a team of participants at your earliest so as to reach us latest by November 25, 2019 along with participation fee.

With kind regards,

Yours sincerely,

(Dr. H. Srinivas)

Training Programme on Managing Work Effectively: A Behavioural Approach

**December 9-12, 2019
V. V. Giri National Labour Institute
NOIDA**



**V.V. Giri National Labour Institute
Post Box NO. 68, Sector –24, Noida-201301
Distt. Gautam Budh Nagar
Uttar Pradesh**

INTRODUCTION

Human creativity is far more abundant than generally imagined. People manifest creativity in their dreams, speech and social interactions, and in the hundreds of thousands of products, services, and activities they design and develop. Although the creative genius is rare and wonderful and must be nurtured, it is equally important both for persons and organisations to create conditions in which the masses can be creative. The creative individual tends to have considerable independence of judgment; rich, often bizarre imagination combined with a good deal of reality contact; openness to strange and complex situations, sensations, and ideas; and a need to contribute something distinctive, be a pioneer, and to actualize one's potential. Creativity training aims to help trainees develop motivation and abilities congenial to creativity.

AIM

To develop better understanding of various aspects of organizational culture and development and impart appropriate behavioural skills for enhancing efficiency and productivity of the organization(s).

OBJECTIVES

- To get familiar with work culture and ethics.
- To know about various behavioural skills (positive attitude, team work, time management, anger management, stress management, decision making) and its importance.
- To enhance sensitivity towards self, group and organization.
- To enhance effective leadership skills;
- To foster skills of effective communication; and
- To strengthen consensus building.

COURSE PROFILE

Traditional vs. visionary leadership, Impact of visionary leadership in personal and organisational life Skills of sustaining leadership

METHODOLOGY

Lectures, individual and group exercises, case studies and experience sharing

PARTICIPATION LEVEL

Management personnel and Plant level representatives of Trade Unions/ Associations/ Federations from government establishments , public sector and private sector undertakings.

FACULTY

Faculty from the Institute and eminent external faculty from behavioral science areas

BENEFITS TO THE SPONSORING PERSONS & ORGANISATIONS

The persons attending the training are likely to become more creative in understanding the reasons of their own, as well as other people's creativity. The training may help a person in improving the quality of interpersonal relations with his/her subordinates, colleagues, superiors and, in turn, become a better team player and efficacious person. The wastage of energy in dysfunctional efforts will come down and a conducive, creative and pious work environment will be created. This will give a fillip to personal and organisational effectiveness. The incumbents will be able to participate actively in the envisioning process of the organisation, which will facilitate aligning people toward the organisational mission, vision and values. Enhanced creativity will help in creating a support-oriented culture and the influencing skill will increase the potential of achieving the desired objectives. It will also contribute in creating and strengthening a collaborative approach in dealing with work and interest related issues.

DATE AND DURATION

December 9-12, 2019. The programme will commence on **December 09, 2019** at 10.00 a.m. and conclude on **December 12, 2019** afternoon.

VENUE

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

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

STAY ARRANGEMENT

For residential participants lodging and boarding will be made in the hostel of V.V.Giri National Labour Institute. The boarding and lodging will be provided from the afternoon of December 8, 2019 till the forenoon of December 13, 2019. The additional cost of early arrival or extended stay will be borne by the individual participants.

PROGRAMME FEE

Rs. 17500/-+18% GST per residential participant on single occupancy basis
Rs. 16000/-+18% GST per residential participant on double occupancy basis
Rs. 13500/-+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

COURSE DIRECTOR

Dr. R.R. Patel

Besides the VVGnLI faculty members, other eminent faculty from behavioural science area will join the training.

LAST DATE FOR RECEIPT OF NOMINATIONS

Nominations in the prescribed format alongwith the participant fee should be sent well in time so as to reach us latest by November 25, 2019.

COMMUNICATION

All correspondence should be addressed to:

J. K. Kaul
Consultant(Programme)
V.V. Giri National Labour Institute
Post Box. No. 68, Sector-24
NOIDA-201301 (UP)
Distt. Gautam Budh Nagar

Telephone : 0120 2411533-35
Fax No. : 0120 2411471
E.mail : jkkaul.vvgnli@gov.in, vvgnlitraining@gmail.com

For details of our other programmes visit our website: www.vvgnli.gov.in

**V.V.Giri National Labour Institute
NOIDA**

**Training Programme on Managing Work Effectively:
A Behavioural Approach
December 9-12, 2019**

NOMINATION FORM

Nominee's full name Mr./Ms.
(In block letters)

Name of the organisation

Designation

Address (Office)
.....
.....

Telephone (O).....(R)

Email

Fax No.

GST No.....

Residential/Non-residential (Put Mark)

Date

(Signature)

Mail this form to:

J. K. Kaul
Consultant(Programme)
V.V. Giri National Labour Institute
Post Box. No. 68, Sector-24
NOIDA-201301 (UP)
Distt. Gautam Budh Nagar
Telephone : 0120 2411533-35
Fax No. : 0120 2411471
E.mail : jkkaul.vvgnli@gov.in, vvgnlitraining@gmail.com

