

No. PRG/IRP/19/18
September 18, 2018

Subject: - Training Programme on Behavioural Skills for Developing Effective Leadership from December 17-21, 2018 at VVGNI Campus, NOIDA

Dear Sir/Madam,

We are glad to inform you that the Institute is organising a Training Programme on **Behavioural Skills for Developing Effective Leadership** from **December 17-21, 2018** at VVGNI Campus, NOIDA.

The programme is specifically designed for Plant Level Trade Union Leaders. 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 05, 2018**.

With regards,

Yours sincerely,

(Dr. H. Srinivas)

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

**December 17-21, 2018
V.V. Giri National Labour Institute
NOIDA**



**V.V.Giri National Labour Institute
Sector – 24
NOIDA, Gautam Budh Nagar– 201 301,
Uttar Pradesh**

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 communication skills;
- To acquaint with motivational styles;
- To strengthen consensus building;
- To enhance skills for decision making process; and
- To inculcate negotiating skills.

COURSE PROFILE

Role of leadership in personal and organisational development, behavioural styles, communication process, leadership through emotional intelligence, decision making processes, managing teams and motivating self and team

METHODOLOGY

Experience based learning through the following processes individual v/s collective processes: communication process, leadership through emotional intelligence, decision making internalizing, applying and sustaining effective leadership.

PARTICIPANT'S PROFILE

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

DATE AND DURATION

December 17-21, 2018

This is a residential programme. The programme will commence on December 17, 2018 at 10.00 a.m. and will conclude on December 21, 2018 after lunch.

PROGRAMME FEE

Rs. 18, 000+ 18% GST per residential participant

Rs. 15,000+ 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 VVGnLI, Noida. .

STAY ARRANGEMENT

For residential participants lodging and boarding will be arranged from the afternoon of December 16, 2018 till the forenoon of December 22, 2018. 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 05, 2018. 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. Poonam S. Chauhan, Senior Fellow

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

Communication

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vvgnlitraining@gmail.com

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

NOMINATION FORM

**Training Programme on Behavioural Skills for Developing Effective Leadership
December 17-21, 2018**

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

Name of the Organisation _____

Designation _____

Address _____

Telephone _____ e-mail _____

FAX No. _____

Residential/Non Residential (Put ☒ mark)

Date:

Signature

Mail to:

J. K. Kaul
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