



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)

Tel. : 0120-2411 470

Fax : 0120-2411 471

E-mail : dg.vvgnli@gov.in

Website : www.vvgnli.gov.in



डॉ. अरविंद

महानिदेशक

Dr. Arvind

Director General

PRG/IRP/16/23

July 13, 2023

**Subject: Training Programme on “Developing Positive Attitude for Excellence at Work” from September 18-22, 2023 at its 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 **Developing Positive Attitude for Excellence at Work** from **September 18-22, 2023 at VVGNI Campus, Noida.**

The programme is being organised for Govt. Officials, Managers, Executives/Officers and Trade Union Leaders. The main objective of the programme is to enhance positive attitude at work to help in creating a supportive culture and influence the skills which, in turn, will increase the potential of a person in achieving the desired personal and organisational goals. It will also contribute in creating and strengthening a collaborative approach in achieving the desired results and productivity. This training intervention is to understand, experience and develop positive attitude in a person and in a system.

We hope you will find this programme appropriate for your organisation and will nominate a team of participants. Brochure providing all the details of the training programme, including the modalities for nominations is attached.

With kind regards,

Yours sincerely,

(Dr. Arvind)  
Director General

To:

- Public Sector Undertakings
- Private Sector Undertakings
- Government Establishments



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**Dr. Arvind**  
Director General

पीआरजी/आईआरपी/16/23  
जुलाई 13, 2023

**विषय:** वी. वी. गिरि राष्ट्रीय श्रम संस्थान में सितम्बर 18-22, 2023 के दौरान कार्य में उत्कृष्टता के लिए सकारात्मक दृष्टिकोण विकसित करना विषय पर प्रशिक्षण कार्यक्रम

महोदय / महोदया,

सहर्ष सूचित किया जाता है कि वी. वी. गिरि राष्ट्रीय श्रम संस्थान अपने परिसर में सितम्बर 18-22, 2023 के दौरान कार्य में उत्कृष्टता के लिए सकारात्मक दृष्टिकोण विकसित करना विषय पर एक प्रशिक्षण कार्यक्रम का आयोजन कर रहा है।

यह कार्यक्रम प्रबंधकों, कार्यपालकों/अधिकारियों तथा ट्रेड यूनियन नेताओं के लिए आयोजित किया जा रहा है। इस कार्यक्रम का मुख्य उद्देश्य समर्थक संस्कृति के सृजन एवं कौशलों को प्रवृत्त करने के लिए कार्य में सकारात्मक दृष्टिकोण विकसित करना है। इससे व्यक्तिगत एवं संगठनात्मक लक्ष्यों को प्राप्त करने में किसी व्यक्ति की क्षमता में वृद्धि होगी। यह अपेक्षित परिणाम एवं उत्पादकता को हासिल करने के लिए सहयोगात्मक दृष्टिकोण विकसित एवं मजबूत करने में भी सहायक होगा। इस प्रशिक्षण कार्यक्रम का उद्देश्य किसी व्यक्ति तथा व्यवस्था में सकारात्मक दृष्टिकोण को समझना, अनुभव करना एवं विकसित करना है।

हमें आशा है कि आप इस कार्यक्रम को अपने संगठन के लिए उपयुक्त पाएंगे तथा अपने संगठन से प्रतिभागियों की एक टीम को नामित करेंगे। नामांकन करने के तरीकों सहित प्रशिक्षण कार्यक्रम के सभी विवरण युक्त विवरणिका संलग्न है।

सादर,

भवदीय,

(डॉ. अरविंद)  
महानिदेशक

सेवा में,

- सार्वजनिक क्षेत्र के उपक्रम
- निजी क्षेत्र के उपक्रम
- सरकारी प्रतिष्ठान



# **TRAINING PROGRAMME ON DEVELOPING POSITIVE ATTITUDE FOR EXCELLENCE AT WORK**

**September 18-22, 2023**  
**VVGNI Campus, Noida**



**V.V. GIRI NATIONAL LABOUR INSTITUTE  
SECTOR -24, NOIDA  
DISTT. GAUTAM BUDH NAGAR  
UTTAR PRADESH - 201 301**

## **ABOUT THE TRAINING**

Maintaining positive attitude in one's life at work is desirable. Many of us in a zeal to cope up with the speed of competition, modernisation, liberalisation and new economic environment, tend to overlook this important aspect, sometimes advertently. Person with positive attitude will do things differently; work towards organisational competition; take risk at work; give and accept personal and organisational feedback; trust self and others; more spontaneous; see greater chances of success; approach matters with greater freshness; perceive things with more strength for utilizing external and internal resources; concerned for winning in a better way and long run perspective of goals; will work in difficulties; emerge as a leader at work; able to take decisions; give his subordinates a strength, sense of responsibility, team spirit and influence others positively.

## **AIM**

The programme aims at equipping managers and representatives of trade unions with positive attitudes and skills through experiential learning for organizational development.

## **OBJECTIVES:**

- Highlighting the impact of positive attitude in personal and professional success;
- Developing skills to deal with negative attitudes and their impact;
- Understanding the impact of positive attitude on organisational excellence;
- Developing positive attitude at work.
- To provide awareness on Labour Codes

## **COURSE PROFILE**

Role of positive attitude in organisational development, decision making and motivating self and others

## **METHODOLOGY**

Lectures, individual and group exercises, case studies, Audio-visual presentations experience sharing

## **FACULTY**

VGNLI Faculty, External Resource Persons and Behavioural Scientists.

## **PARTICIPATION LEVEL**

Government Officials, Management personnel and representatives of trade unions/associations/federations from government, public and private sector organizations.

## **DATE AND DURATION**

**September 18-22, 2023**

The programme will commence on September 18, 2023 at 10.00 a.m. and will conclude on September 22, 2023 after lunch. The classes will be held from 10:00 am to 05:00 pm.

## **PROGRAMME FEE**

Rs. 23250+18% GST per Single Occupancy Participant

Rs. 21,000/- +18% GST per residential participant

Rs. 18,000/- +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 VVGNI, Noida. .



## **STAY ARRANGEMENT**

For residential participants lodging and boarding will be arranged from the afternoon of September 17, 2023 till the forenoon of September 23, 2023. For extended stay or early arrival, lodging & boarding charges would be borne by the participants.

## **COURSE DIRECTOR**

Dr. Shashi Bala, Fellow  
**Faculty**

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

## **COMMUNICATION**

Consultant (Programme)  
V.V.Giri National Labour Institute  
Sector-24,Noida- 201301  
Distt. Gautam Budh Nagar  
Uttar Pradesh  
Telephone : 0120- 2411471, 2411533-35  
Email : vvgnlitraining@gmail.com

**All the participants may be informed to take preventive measures due to COVID-19 pandemic and follow COVID guidelines.**

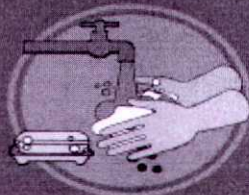
- **Must be Vaccinated**
- **Use Face Mask**
- **Sanitize Hand Regularly**
- **Observe Social Distance**

**STAY SAFE**

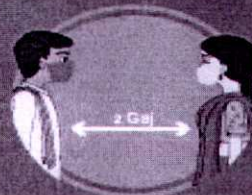
**STAY FIT**

Till everyone is vaccinated, let us not forget our responsibilities. Even after receiving the COVID-19 vaccine, continue taking all precautions

Know more



Wash your Hands



Social Distancing



Wear Mask

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

**NOMINATION FORM**

**Training Programme on Developing Positive Attitude for Excellence at Work  
September 18-22, 2023**

Nominee's Full Name  
(in block letters) : \_\_\_\_\_

Name of the Organisation : \_\_\_\_\_

Designation : \_\_\_\_\_

Address : \_\_\_\_\_

: \_\_\_\_\_

: \_\_\_\_\_

: \_\_\_\_\_

Telephone : \_\_\_\_\_ Fax No. \_\_\_\_\_

Email : \_\_\_\_\_

GST : \_\_\_\_\_

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

Date:

Signature

Mail to:

Consultant (Programme)

V.V.Giri National Labour Institute

Sector-24,Noida- 201301

Distt. Gautam Budh Nagar

Uttar Pradesh

Telephone : 0120- 2411471, 2411533-535

Email : vvgnlitraining@gmail.com, vvgnlitraining1@gmail.com