

PRG/IRP/20/18
October 05, 2018

Subject: Training Programme on “Developing Positive Attitude for Excellence at Work” from December 17-21, 2018 at VVGnLI 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 December 17-21, 2018 at VVGnLI Campus, NOIDA.

The programme is being organised for 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. Nominations from your organisation should reach us latest by December 02, 2018 along with participation fee.

With kind regards,

Yours sincerely,

(Dr. H. Srinivas)

Encls: As above

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

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

- Conceptualising attitudes
- 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

COURSE PROFILE

Understanding Positive Attitude and its value for Excellence at Work, Dynamics of Work Culture, Motivation Styles and Positive Attitude, Interpersonal Skills, Resolving Conflicts and Consensus Building, Emotional Intelligence, Teamwork, An Integrate Approach for Positive Attitude at Workplace

METHODOLOGY

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

FACULTY

VVGNLI Faculty, External Resource Persons and Behaviourial Scientists

PARTICIPATION LEVEL

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

DATES & DURATION

December 17-21, 2018

The programme commences at 10.00 a.m. on **December 17, 2018** and will conclude at 2.00 p.m. on **December 21, 2018**.

FEES

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

Post Box No, 68

NOIDA, UP- 201301

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

STAY ARRANGEMENT

For residential participants stay arrangement will be made in hostel of the V.V. Giri National Labour Institute on twin sharing basis. The boarding and lodging will be provided from the afternoon of **December 16, 2018** till the forenoon of **December 22, 2018**. For extended stay or early arrival, lodging & boarding charges would be borne by the participants.

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 **December 02, 2018**

COURSE DIRECTOR

Mr. P. Amitav Khuntia

TRAINING FACULTY

Besides the VVGNI faculty members, other eminent faculty from behavioural science area will be invited as guest faculty.

Communication:

All correspondence should be addressed to:

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

Telephone : 0120- 2411534-36

Fax No. : 0120- 2411471

Email: vvgnittraining@gmail.com, jkkaul.vvgni@gov.in

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

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

**Training Programme on
“Developing Positive Attitude for Excellence at Work”
December 17-21, 2018**

NOMINATION FORM

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

Name of the organisation

Designation

Address (Office)

.....

.....

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

Email.....Fax No.....

Residential/Non-residential (Put Mark)

Date

(Signature)

Mail to:

All Correspondence should be addressed to:

J. K. Kaul

Consultant (Programme)

V.V.Giri National Labour Institute

Post Box No. 68, Sector – 24

NOIDA, Distt. Gautam Budh Nagar

Uttar Pradesh – 201 301

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