

PRG/IRP/22/18  
November 13, 2018

**Subject: Training Programme on Improving Work Efficiency from January 21-24, 2019 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 **Improving Work Efficiency: through team work, time management, leadership skills and stress management** from **January 21-24, 2019** at VVGnLI campus, NOIDA.

The programme is meant for management personnel and plant level trade union leaders. The aim of programme is to make employees aware about importance of team work, leadership skills, time management and stress management in their personal and working life. The enclosed brochure provides the details of the issues that would be covered during the programme.

We hope you will find this programme appropriate for your organisation and will nominate a team of participants. Nominations from your organisations should reach to us latest by **January 09, 2019** along with participation fee.

Thanking you,

Yours sincerely,

**(Dr. H. Srinivas)**

Encls : As above

**Training Programme  
On  
Improving Work Efficiency**  
:Through team work, time management,  
leadership skills and stress management

**January 21-24, 2019  
VVGNNI Campus, NOIDA**



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

## **Introduction**

Work efficiency and high productivity are correlated. They lead to organizational development. Many individuals become upset when they simply disagree with others or when others disagree with them. Finally, those individuals who do express angry feelings often do so in destructive ways resorting to physical violence, insults and shouting. Anger is a troublesome aspect of communication process of individuals. Thus it is important to deal with it. Suppression or destructive expression brings tension and stress. People often share that they are stressed from more workloads and long hours of work. Employees are also stressed because of inability to balancing work and family responsibilities. Stress is an unpleasant psychological process that occurs in response to environmental factors. Hence, it is very necessary to manage the stress in life. Time urgency creates a lot of stress. Often people invite crises at work place by the process of procrastination and mismanagement of time. Efficiency and effectiveness of individuals in an organisation depends upon good time management techniques. Time management is a key to success. Similarly, team work and effective leadership also helps employees to improve their work efficiency to achieve personal as well as organizational objectives.

## **Aim**

The aim of programme is to make employees aware about importance of team work, leadership skills, time management and stress management in their personal and working life.

## **Course Profile**

Principles and techniques of time management, team work, enhancing leadership skills, effective communication skills for stress and its management, controlling anger.

## **Objectives**

- To acquaint with the concepts of time, anger and stress;
- To orient with the different techniques of time management and team work;
- To sharpen their communication skills for managing anger;
- To sharpen their leadership skills.

## **Methodology**

Case Studies; Role Play; Managerial Games; Group Work; Lecture and Instrument use. On the whole, the programme will be participative in nature.

## **Participant's Profile**

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

## **Date and Duration**

January 21-24, 2019.

The programme will commence on January 21, 2019 at 10.00 a.m. and will conclude on January 24, 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**

Stay arrangement will be made in the hostel of the V. V. Giri National Labour Institute. The boarding and lodging for residential participants will be provided from the afternoon January 20, 2019 till the forenoon of January 25, 2019. The accommodation would be on twin sharing basis. For extended stay or early arrival, lodging & boarding charges would be borne by the participants

**Programme Fee**

Rs. 16,000/- +18% GST per residential participant.

Rs. 13,500/- +18% GST per Non-residential

The fee is payable in advance by NEFT/ECS in favour of V.V. Giri National Labour Institute, payable at New Delhi. The fee is not refundable once the nomination is accepted.

Name of the Bank:	Indian Overseas Bank
Address of the Bank:	Nithari: Noida 201 301
A/c Number:	059702000001131
Type of Account:	Current Account
MICR cord:	110020029
NEFT/IFSC Cord:	IOBA0000597
PAN Number	AAAAV5227F
GST No	09AAAAV5227F1ZI

**Last Date for Nominations**

**January 09, 2019.**

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. Manoj Jatav, Associate Fellow

Besides the VVGnLI Faculty members, eminent resource persons from Trade Unions, Government and Public Sector will also be invited to take various sessions.

## **Communications**

All correspondence should be addressed to:

J. K. Kaul

Consultant (Programme)

V.V. Giri National Labour Institute

Sector-24, Distt. Gautam Budh Nagar

NOIDA – 201301 (UP)

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Website : [www.vvgnli.gov.in](http://www.vvgnli.gov.in)

**V.V.GIRI NATIONAL LABOUR INSTITUTE  
NOIDA**

**Training Programme on Improving Work Efficiency  
January 21-24, 2019**

**NOMINATION FORM**

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

Name of the organization: .....

Designation .....

Address (Office) .....

.....  
.....

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

Email .....

Fax No. .... email.....

**Residential/Non-residential (Put Mark)**

Date

(Signature)

**Mail this form to:**

J. K. Kaul  
Consultant (Programme)

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