

PRG/IRP/05/18  
May 08, 2018

**Subject: Training Programme on Managing Work Effectively: A Behavioural Approach from July 23-25, 2018 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**. The programme will be held from **July 23-25, 2018** 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 July 08, 2018 along with participation fee.

With kind regards,

Yours sincerely,

**(Dr. H. Srinivas)**

# **Training Programme on Managing Work Effectively: A Behavioural Approach**

**July 23-25, 2018  
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**

Aims at managing work and behaviour at work effectively for personal and Organisational excellence.

## **OBJECTIVES**

- Enhancing sensitivity towards self, group and organization
- Inculcating diagnostic skills to understand person's assets and limitations of individuals
- Developing skills of individuals in creativity and positivity
- Enhancing creative problem solving skills
- Learning to convert problems into opportunities
- Developing skills to manage and communicate at the work place

## **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 union leaders from government ,public and private sector organisations.

## **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**

July 23-25, 2018. The programme will commence on July 23, 2018 at 10.00 a.m. and conclude on July 25, 2018 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 July 22, 2018 till the forenoon of July 26, 2018. The additional cost of early arrival or extended stay will be borne by the individual participants. Accommodation would be on twin sharing basis.

## **FEES**

Rs. 12000/+18% GST per residential participant  
Rs. 10500/+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. Poonam S. Chauhan, Senior Fellow

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 July 08, 2018.

### **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 2411534-36  
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](http://www.vvgnli.gov.in)***

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

**Training Programme on Managing Work Effectively: A Behavioural Approach  
July 23-25, 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)**

**In view of GST Complain following details may be provided:-**

**GST No.** . ....

**PAN No.** . ....

**TAN No.** . ....

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 2411534-36  
Fax No. : 0120 2411471  
E.mail : jkkaul.vvgnli@gov.in, vvgnlitraining@gmail.com