



सत्यमेव जयते

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

No. PRG/IRP/25/24

October 14, 2024

Subject: Leadership Development Programme for Women Officials during January 27-29, 2025 at VVGNI Campus, NOIDA

Dear Sir/Madam,

It is our pleasure to inform you that the V.V. Giri National Labour Institute has scheduled a training programme on **Leadership Development Programme for Women Officials during January 27-29 2025** at VVGNI Campus, NOIDA.

This programme will train the participants to discover how to adjust your management style through leadership and how to manage people. Leadership skill practice uses role plays, exercise and practice sessions; using leadership models along with interactive activities results to achieve team success and a well respected manager. The programme will be conducted in Hindi/English. Programme details are given in the enclosed brochure.

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 along with participation fee.

With kind regards,

Yours sincerely

(Dr. Arvind)
Director General

- Public Sector Undertakings
- Private Sector Undertakings
- Government Establishments



डॉ. अरविंद
महानिदेशक
Dr. Arvind
Director General

पीआरजी/आईआरपी/25/24
अक्टूबर 14, 2024

विषय : वी वी गिरि राष्ट्रीय श्रम संस्थान, नौएडा में जनवरी 27-29, 2025 के दौरान आयोजित महिला अधिकारियों के लिए नेतृत्व विकास कार्यक्रम पर प्रशिक्षण कार्यक्रम

प्रियमहोदय / महोदया,

आपको सूचित करते हुए हमें खुशी हो रही है कि वी वी गिरि राष्ट्रीय श्रम संस्थान, नौएडा अपने परिसर में जनवरी 27-29, 2025 के दौरान महिला अधिकारियों के लिए नेतृत्व विकास कार्यक्रम पर एक प्रशिक्षण कार्यक्रम का आयोजन कर रहा है।

यह कार्यक्रम प्रतिभागियों को यह जानने के लिए प्रशिक्षित करेगा कि वे नेतृत्व के माध्यम से कैसे अपनी प्रबंधन शैली का समंजन करें तथा लोगों का प्रबंधन कैसे करें। नेतृत्व कौशल अभ्यास में रोल प्ले, प्रयोग एवं अभ्यास सत्र का उपयोग किया जाता है; परस्पर संवादात्मक कार्यकलापों के साथ नेतृत्व मॉडलों का प्रयोग करने से टीम को सफलता हासिल होती है और एक सम्मानित प्रबंधक मिलता 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। प्रतिभागिता शुल्क के साथ अपने संगठन से नामांकन जल्दी भेजें।

सादर,

भवदीय

(डॉ अरविन्द)
महानिदेशक

- सार्वजनिक क्षेत्र के उपक्रम
- निजी क्षेत्र के उपक्रम
- सरकारी प्रतिष्ठा

Leadership Development Programme for Women Officials

**January 27- 29, 2025
VVG NLI Campus, NOIDA**



**V.V. Giri National Labour Institute
Sector – 24
Gautam Budh Nagar
Noida Uttar Pradesh-201301**

COURSE DIRECTOR

Dr. Dhanya M.B.
dhanyamb.vvgnli@gov.in

COMMUNICATIONS

Mr. Nagesh Nitla
Programme Officer
Phone: 0120- 2411533-35
Phone 0120- 2411471
Email: vvgnlitraining1@gmail.com
Website: www.vvgnli.gov.in

AIM

This training programme on 'leadership development programme for women officials' will train the participants to discover how to adjust your management style through leadership and how to manage people. Leadership skill practice uses role plays, exercise and practice sessions; using leadership models along with interactive activities results to achieve team success and a well respected manager.

OBJECTIVES

- Examine managerial style and increase self-awareness through leadership style.
- Develop skills for negotiation, communication, leadership, interpersonal skills and time management.
- Learn how to set priorities, how to control chaos in the workplace and make decisions under pressure
- Learn practical technique to manage and understand how emotions affect your job performance.
- Develop your analytical skill through research and information
- Learn assertiveness techniques for survival and advancement and develop the best strategic planning process.

COURSE PROFILE

Leadership skills, decision making, time management, management skills, assertiveness techniques, communication strategies, better work relationship, techniques to manage emotions and project management skills.

Methodology

Role play, exercises and practice sessions, case studies and experience sharing,

PARTICIPATION LEVEL

Women management personnel and representatives of public and private sector organizations and trade unions/associations/federations

DATE AND DURATION

January 27 - 29, 2025

The programme will commence on January 27, 2025 at 10:00 a.m. and conclude on January 29, 2025 afternoon.

VENUE

V.V. Giri National Labour Institute
Sector – 24, NOIDA – 201 301
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 of January 26, 2025 till the forenoon of January 30, 2025. For extended stay or early arrival, lodging & boarding charges would be borne by the participants

PROGRAMME FEE

Rs. **15500**+18% GST per residential participant on single occupancy basis.

Rs. **14000**+18% GST per residential participant on double occupancy basis.

Rs. **12000**+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	: Union Bank of India
Address of the Bank	: Noida , Sector-35
A/C Number	: 520141001056979
Type of Account	: Saving Account
MICR cord	: 110020029
NEFT/ IFSC code	: UBIN0908339
Pan Card No.	: AAAAV5227F
GST No	: 09AAAV5227F1ZI

COURSE DIRECTOR

Dr. Dhanya M.B.

Besides the VVGNI faculty, eminent speakers from Industry, Universities and other academic institutions will also be invited to interact with the participants.

COMMUNICATIONS

All communications should be addressed to:

The sponsoring authority is requested to send nomination forms duly filled in by the nominees alongwith sponsorship letter. Sponsorship letters without nomination forms will not be considered.

Mr. Nagesh Nitla
Programme Officer
V.V. Giri National Labour Institute
Sector-24, Distt. Gautam Budh Nagar
NOIDA – 201301 (UP)

Telephone: 0120-2411533-35
Prog Section. 0120- 2411471
Website :www.vvgnli.gov.in
Email :vvgnlitraining@gmail.com,
vvgnlitraining1@gmail.com

Note: Those calling on STD from outside Delhi please dial 0120 before the above numbers. The Institute works five days a week. (Monday – Friday)

V.V.GIRI NATIONAL LABOUR INSTITUTE
NOIDA

Leadership Development Programme for Women Officials
January 27 - 29, 2025

NOMINATION FORM

Nominee's full name
(In block letters)

.....

Name of the organisation

.....

Whether
SC/ ST/OBC/General

.....

Designation

.....

Address (Office)

.....

.....

Telephone

(O).....(R)

Gst Number

.....

email

.....Mobile No.....

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

Date

(Signature)

Mail to:

All Correspondence should be addressed to:

Mr. Nagesh Nitla

Programme Officer

V.V.Giri National Labour Institute

Post Box No. 68, Sector – 24

NOIDA, Distt. Gautam Budh Nagar

Uttar Pradesh – 201 301

Telephone: 0120- 2411471, 2411533-35

E-mail : vvgnlitraining1@gmail.com

Website : www.vvgnli.gov.in