

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.: 2411 533-34-35

Fax: 2411 536

2411 471/474

Website: www.vvgnli.gov.in

Twitter Handle: @LabourMinistry

पीआरजी/आईआरपी/24/22

नवम्बर 21, 2022

विषय: वी. वी. गिरि राष्ट्रीय श्रम संस्थान, नौएडा में फरवरी 20-24, 2023 के दौरान नेतृत्व विकास पर प्रशिक्षण कार्यक्रम

महोदय / महोदया,

सहर्ष सूचित किया जाता है कि वी वी गिरि राष्ट्रीय श्रम संस्थान अपने परिसर में फरवरी 20-24, 2023 के दौरान नेतृत्व विकास पर प्रशिक्षण कार्यक्रम का आयोजन कर रहा है।

कार्यक्रम विशेष रूप से नेतृत्व कौशल, संचार कौशल और घरेलू श्रमिकों पर राष्ट्रीय नीतियों पर जागरूकता की बुनियादी समझ के लिए डिज़ाइन किया गया है। कार्यक्रम का उद्देश्य मानव संसाधन विकास के विभिन्न पहलुओं के बारे में समझ को बढ़ाना और नेतृत्व कौशल विकसित करने के लिए ज्ञान और कौशल प्रदान करना है। कार्यक्रम का विवरण संलग्न विवरणिका में दिया गया है।

हमें आशा है कि आप इस कार्यक्रम को अपने कर्मचारियों के लिए उपयुक्त पाएंगे तथा इस कार्यक्रम में भाग लेने हेतु अपने संगठन से कर्मचारियों के एक दल को नामित करेंगे।

सादर,

भवदीय,

(एच. एस. रावत)

प्रशासनिक अधिकारी

सेवा में,

- केंद्रीय और राज्य संगठन
- सार्वजनिक क्षेत्र के उपक्रम
- निजी क्षेत्र के उपक्रम
- सरकारी प्रतिष्ठान

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No. PRG/IRP/24/22

November 21, 2022

Subject: Training Programme on Leadership Development from February 20-24, 2023 at VVGNI Campus, NOIDA

Dear Sir/Madam,

We are glad to inform you that the Institute is organising a Training Programme on **Leadership Development** from **February 20-24, 2023** at VVGNI Campus, NOIDA.

The programme is specifically designed for basic understanding of leadership skills, communication skills and awareness on national policies on domestic workers.. The programme aims at enhancing the understanding about various aspect of human resource development and impart knowledge and skills to develop leadership skills. The programme details are given in the enclosed brochure.

We hope you will find this programme useful for your employees and would like to nominate a team of employees from your organisation to participate in this programme.

With regards,

Yours sincerely,

(H. S. Rawat)

Administrative Officer

To:

- Central and State Organisations
- Public Sector Undertakings
- Private Sector Undertakings
- Government Establishments

Training Programme on Leadership Development

February 20-24, 2023



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

AIM

The programme aims at enhancing the understanding about various aspect of human resource development and impart knowledge and skills to develop leadership skills

OBJECTIVES

- To acquaint the participants with the socio-economic and political changes in globalised economy.
- To develop skills and techniques for effective Leadership.
- To impart knowledge about affirmative policies & labour laws pertaining to men, women & transgender.
- To develop understanding of gender issues in world of work
- To provide awareness on Labour Codes

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.

PARTICIPANT'S PROFILE

Management Personnel from all functional areas 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

February 20-24, 2023

The programme will commence on February 20, 2023 at 10.00 a.m. and will conclude on February 24, 2023 after lunch. The classes will be held from 10:00 am to 05:00 pm.

PROGRAMME FEE

Rs. 23250+18GST Single Occupancy participant

Rs. 21000 +18%GST per residential participant

Rs. 18000 +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 February 19, 2023 till the forenoon of February 25, 2023. For extended stay or early arrival, lodging & boarding charges would be borne by the participants.

LAST DATE

The last date for receiving the nominations is February 06, 2023. 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. Shashi Bala, Fellow

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

COMMUNICATION

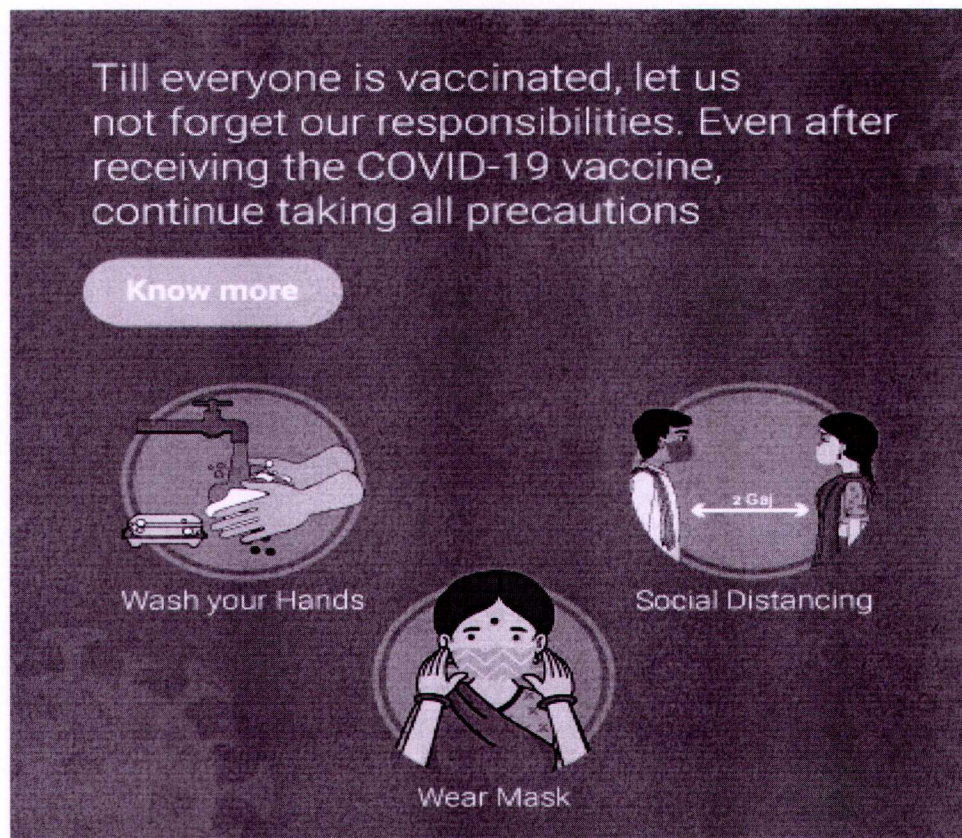
Consultant (Programme)
V.V.Giri National Labour Institute
Sector-24,Noida- 201301
Distt. Gautam Budh Nagar
Uttar Pradesh
Telephone : 0120- 2411471, 2411533-35
Email : vgnlitraining@gmail.com

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



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

NOMINATION FORM

**Training Programme on Leadership Development
February 20-24, 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 : vvgnltraining@gmail.com, vvgnltraining1@gmail.com