



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

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Website : www.vvgnli.gov.in



डॉ. अरविंद

महानिदेशक

Dr. Arvind

Director General

PRG/IRP/12//23

June 07, 2023

**Subject: Training Programme on Managing Work Effectively: A Behavioural Approach from August 07-11, 2023 at V.V. Giri National Labour Institute, Noida.**

Dear Sir/Madam,

We are pleased to inform you that the V. V. Giri National Labour Institute would be organising an Training Programme on **Managing Work Effectively: A Behavioural Approach** from **August 07-11, 2023** at VVGNI Campus, NOIDA.

The programme is meant for Government Officials, Managers, Executives/Officers, and Trade Union Leaders. The aim of the programme is to develop better understanding of various aspects of organizational culture and development and impart appropriate behavioural skills for enhancing efficiency and productivity of the organization(s).

We hope, you will find this programme suitable for your personnel and would nominate a team of participants at your earliest. Brochure providing all the details of the training programme, including the modalities for nominations is attached.

With kind regards,

Yours sincerely,

(Dr. Arvind)

To:

- Public Sector Undertakings
- Private Sector Undertakings
- Government Establishments



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**Dr. Arvind**

Director General

पीआरजी/आईआरपी/12/23

जून 07, 2023

**विषय:** वी वी गिरि राष्ट्रीय श्रम संस्थान द्वारा अगस्त 07-11, 2023 के दौरान कार्य का प्रभावी ढंग से प्रबंधन : व्यवहारवादी दृष्टिकोण विषय पर प्रशिक्षण कार्यक्रम

महोदय / महोदया,

सहर्ष सूचित किया जाता है कि वी वी गिरि राष्ट्रीय श्रम संस्थान अगस्त 07-11, 2023 के दौरान कार्य का प्रभावी ढंग से प्रबंधन : व्यवहारवादी दृष्टिकोण विषय पर एक प्रशिक्षण कार्यक्रम का आयोजन कर रहा है।

यह कार्यक्रम प्रबंधकों, कार्यपालकों/अधिकारियों, ट्रेड यूनियन नेताओं के लिए तैयार किया गया है। कार्यक्रम का उद्देश्य संगठनात्मक संस्कृति और विकास के विभिन्न पहलुओं की बेहतर समझ विकसित करना और संगठन की दक्षता और उत्पादकता बढ़ाने के लिए उचित व्यवहार कौशल प्रदान करना है।

हमें आशा है कि आप इस कार्यक्रम को अपने कार्मिकों के लिए उपयुक्त पाएंगे, तथा प्रतिभागियों के एक दल को जल्द से जल्द नामित करेंगे। नामांकन करने के तरीकों सहित प्रशिक्षण कार्यक्रम के सभी विवरण युक्त विवरणिका संलग्न है।

सादर,

भवदीय,

(डॉ अरविंद)

सेवा में,

- सार्वजनिक क्षेत्र के उपक्रम
- निजी क्षेत्र के उपक्रम
- सरकारी प्रतिष्ठान

**Training Programme  
On  
Managing Work Effectively:  
A Behavioural Approach**

**August 07-11, 2023**



**V.V. Giri National Labour Institute**  
A-06, 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

To develop better understanding of various aspects of organizational culture and development and impart appropriate behavioural skills for enhancing efficiency and productivity of the organization(s).

## OBJECTIVES

- To be familiar with various aspects of organisational development and culture
- To know more about work and office management.
- To get familiar with work culture and ethics.
- To know about various behavioural skills (positive attitude, team work, time management, stress management, communication skills, decision making, self motivation, work life balance, emotional intelligence) and its importance.
- To enhance sensitivity towards self, group and organization
- To acquaint with negotiating skills, consensus building and decision-making process for organisational excellence.

## COURSE PROFILE

Traditional vs. visionary leadership, Impact of visionary leadership in personal and organisational life, Skills of sustaining leadership

## DATE AND DURATION

**August 07-11, 2023**

The programme will commence on August 07, 2023 at 10.00 a.m. and will conclude on August 11, 2023 after lunch. The classes will be held from 10:00 am to 05:00 pm.

## PROGRAMME FEE

Rs. 23,250/- +18% GST per residential participant on single occupancy basis

Rs. 21,000/- +18% GST per residential participant on double occupancy basis

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

The fee is payable 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 August 06, 2023 till the forenoon of August 12, 2023. For extended stay or early arrival, lodging & boarding charges would be borne by the participants.

## **COURSE DIRECTOR**

Dr. Shashi Bala

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 : vvgnittraining1@gmail.com

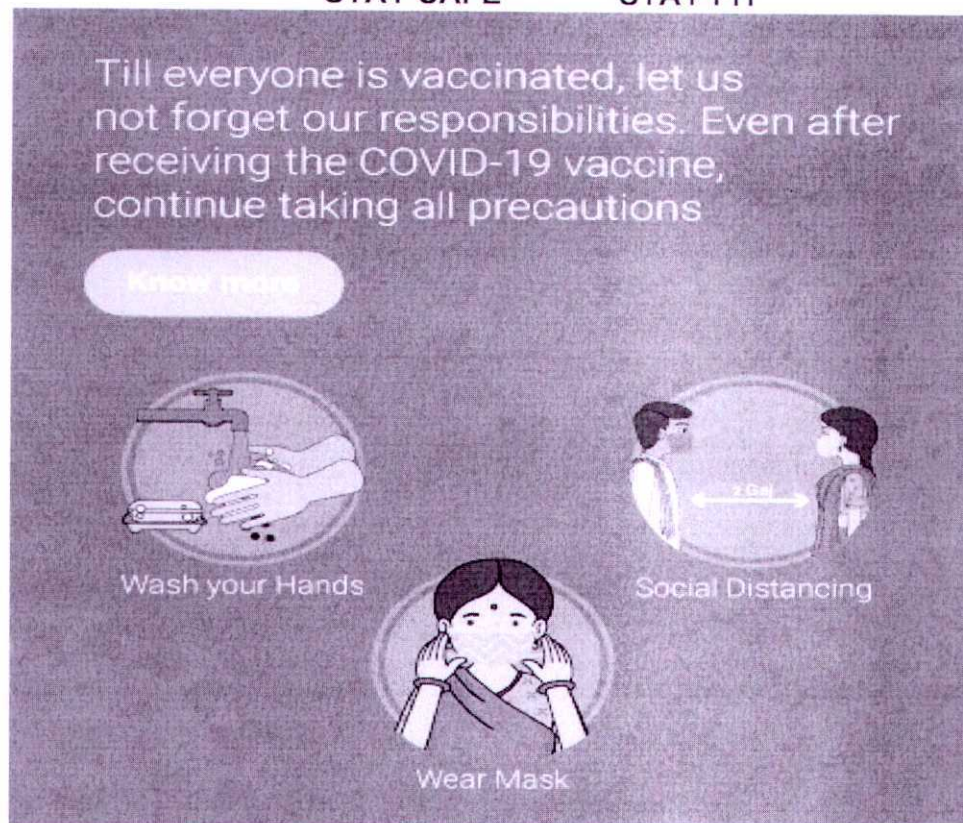


All the participants may be informed to take preventive measures due to COVID-19 pandemic and follow COVID guidelines.

- 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 Managing Work Effectively: A Behavioural Approach  
August 07-11, 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 : [vvgnlitraining1@gmail.com](mailto:vvgnlitraining1@gmail.com)