



**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. एच. श्रीनिवास, भा.रे.का.से.

महानिदेशक

**Dr. H. Srinivas, IRPS**

Director General

PRG/IRP/04/20

May 28, 2021

**Subject: Online Capacity Building Programme on Enhancing Work Proficiency from June 14-18, 2021.**

Dear Sir/Madam

We are pleased to inform you that the V. V. Giri National Labour Institute would be organising an Online **Capacity Building Programme on Enhancing Work Proficiency**. The programme will be held from June 14-18, 2021.

The programme is meant for Management Personnel and Plant level representatives of Trade Unions/Associations/Federations. The aim of programme is to make participants aware about importance of work proficiency to achieve personal and organizational goals. The objectives of the programme is to have familiarity with the changes and trends in Industrial relations; to sharpen skills of leadership and managing finance; to discuss the role of Trade Unions in emerging economic political scenario; to manage Anger, Time & Stress. The programme brochure is enclosed for more details.

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.

Thanking you,

Yours sincerely,

(Dr. H. Srinivas)

To;

- Public Sector Undertakings
- Private Sector Undertakings
- Government Establishments



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**Dr. H. Srinivas, IRPS**

Director General

पीआरजी/आईआरपी/04/21

मई 28, 2021

**विषय: वी. वी. गिरि राष्ट्रीय श्रम संस्थान, नौएडा द्वारा जून 14-18, 2021 के दौरान आयोजित कार्य कुशलता बढ़ाने पर क्षमता निर्माण पर ऑनलाइन प्रशिक्षण कार्यक्रम**

महोदय / महोदया,

सहर्ष सूचित किया जाता है कि वी. वी. गिरि राष्ट्रीय श्रम संस्थान जून 14-18, 2021 के दौरान कार्य कुशलता बढ़ाने पर क्षमता निर्माण विषय पर ऑनलाइन प्रशिक्षण कार्यक्रम का आयोजन कर रहा है।

यह कार्यक्रम प्रबंधन कर्मियों एवं ट्रेड यूनियनों के संयंत्र स्तर के प्रतिनिधियों के लिए तैयार किया गया है। इस कार्यक्रम का उद्देश्य प्रतिभागियों को व्यक्तिगत और संगठनात्मक लक्ष्यों को प्राप्त करने के लिए कार्य प्रवीणता के महत्व के बारे में जागरूक करना है। कार्यक्रम का उद्देश्य औद्योगिक संबंधों में परिवर्तन और प्रवृत्तियों से परिचित करना ; नेतृत्व और वित्त प्रबंधन के कौशल को तेज करना ; उभरते आर्थिक राजनीतिक परिदृश्य में ट्रेड यूनियनों की भूमिका पर चर्चा करना; क्रोध, समय एवं तनाव का प्रबंधन करना है। अधिक विवरण के लिए प्रोग्राम ब्रोशर संलग्न है।

हमें आशा है कि आप इस कार्यक्रम को अपने कर्मिकों के लिए उपयुक्त पाएंगे तथा प्रतिभागियों की एक टीम को जल्दी से जल्दी नामित करेंगे। नामांकन करने के तरीकों सहित प्रशिक्षण कार्यक्रम के सभी विवरण युक्त विवरणिका संलग्न है।

सादर,

भवदीय,

(डॉ. एच. श्रीनिवास)

सेवा में,

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

# **Online Capacity Building Programme on Enhancing Work Proficiency**

**June 14-18, 2021**



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

## **AIM**

The aim of the programme is to make leaders aware about importance of work proficiency to achieve personal and organizational goals.

## **OBJECTIVES:**

- To have familiarity with the changes and trends in Industrial relations.
- To sharpen skills of leadership and managing finance.
- To discuss the role of Trade Unions in emerging economic political scenario.
- To manage Anger, Time & Stress.

## **COURSE PROFILE**

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

## **TRAINING DELIVERY AND METHODOLOGY**

This training will be delivered in an online mode. The training will primarily make use of lectures and discussions, followed by questions and answers. Each session will be based on a structured Power Point Presentation.

## **PARTICIPATION LEVEL**

Management Personnel and Plant level trade union leaders from Government Establishments, Public and Private Sector Undertakings.

## **DATE AND DURATION**

- This programme is scheduled for June 14-18, 2021.
- Online lectures and discussions will be held from 10.30 to 13:30 hrs (three hours per training day).

## FEES

**Rs.7500/+ 18% GST per 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 201 301
A/c Number	: 059702000001131
Type of Account	: Current Account
MICR cord	: 110020029
NEFT/IFSC Code	: IOBA0000597
PAN Number -	: AAAAV5227F
GST No.	: 09AAAV5227F1ZI

## NOMINATION AND ENROLMENT

The nominations of those interested in participating in this training, can be sent either through organisations or individually.

- Please fill in the linked registration form and submit it. Without registration form, nomination will not be considered.

[https://docs.google.com/forms/d/e/1FAIpQLSe8ikmz3Nwj8QbzyJFKZ15RIGcM5ufK-f4LqxeirGTC315dHg/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSe8ikmz3Nwj8QbzyJFKZ15RIGcM5ufK-f4LqxeirGTC315dHg/viewform?usp=sf_link)

- The registration link should be sent through soft copy to the nominees. Link will not open if sent through photo copy. Nominees can also use link given in our website brochure.
- The nominations received will be scrutinised by the VVGNI and those selected will be intimated individually via email. They will also be informed the log in details to access the online programme and related training resources.
- Those who successfully complete the programme will be provided an e-certificate by the VVGNI.

## COURSE DIRECTOR

Dr. Shashi Bala, Fellow  
balashashi.vvgnli@gov.in

**COMMUNICATION:**

All correspondence should be addressed to:

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