

No. PRG/IRP/13/19
June 27, 2019

Subject: Training Programme on Leadership Development from September 23-27, 2019 at VVGNI Campus, NOIDA

Dear Sir/Madam,

We are glad to inform you that the V.V. Giri National Labour Institute has scheduled a **Leadership Development Programme** from September 23-27, 2019 at VVGNI Campus, NOIDA.

This programme is meant for Management Personnel and Trade Union Leaders from Government Establishments, Public and Private Sector undertaking. 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 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 latest by **September 09, 2019** alongwith participation fee.

With kind regards,

Yours sincerely

(Dr. H. Srinivas)

Encl: As above

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.
- To develop understanding of gender issues in world of work.

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

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

September 23-27, 2019

The programme will commence on September 23, 2019 at 10:00 a.m. and conclude on September 27, 2019 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 September 22, 2019 till the forenoon of September 28, 2019. For extended stay or early arrival, lodging & boarding charges would be borne by the participants

PROGRAMME FEE

Rs. 19,800/-+18% GST per residential participant on single occupancy basis

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

Rs. 15,000/+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

LAST DATE FOR NOMINATIONS

September 09, 2019

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.

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.

J. K. Kaul
Consultant (Programme)
V.V. Giri National Labour Institute
Sector-24, Distt. Gautam Budh Nagar
NOIDA – 201301 (UP)
Telephone: 2411533-35
Fax No. : 2411471
Email : jkkaul.vvgnli@gov.in, vvgnlitraining@gmail.com
Website :www.vvgnli.gov.in

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
Training Programme on Leadership Development**

September 23-27, 2019

NOMINATION FORM

Nominee's full name Mr./Ms.
(In block letters)

Name of the organization

Designation

Whether SC/ ST/OBC/General

Address (Office)
.....
.....

GST No.....

Telephone (O).....(R)

Fax No. e.mail

Residential/Non-residential (Put Mark)

Date

(Signature)

Mail to:

All Correspondence should be addressed to :

J. K. Kaul
Consultant (Programme)
V.V. Giri National Labour Institute
Sector-24, Distt. Gautam Budh Nagar
NOIDA – 201301 (UP)
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