

No. PRG/IRP/24/18
November 27, 2018

Subject: Leadership Development Programme for Women Employees from February 25-27, 2019 at VVGNLI Campus, NOIDA

Dear Sir/Madam,

We are glad to inform you that the V.V. Giri National Labour Institute has scheduled a training programme on **Leadership Development Programme for Women Employees from February 25-27, 2019 at VVGNLI 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 latest by **February 15, 2019** alongwith participation fee.

With kind regards,

Yours Sincerely

(Dr. H. Srinivas)

Leadership Development Programme for Women Officials

**February 25-27, 2019
VVGNI Campus, NOIDA**



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

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 officers/staff members from all functional areas and representatives of trade unions/ associations/ federations from Govt. establishments, public and private sector organizations

DATE AND DURATION

February 25-27, 2019

The programme will commence on February 25, 2019 at 10:00 a.m. and conclude on the **February 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 **February 24, 2019** till the forenoon of **February 28, 2019**. The accommodation would be on twin sharing basis. For extended stay or early arrival, lodging & boarding charges would be borne by the participants

PROGRAMME FEE

Rs. 12,000/- + 18% GST per residential participants.
Rs. 10,500/- + 18% GST per non- residential participants.

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

February 15, 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. Dhanya M.B.

Besides the VVGnLI 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
Leadership Development Programme for Women Employees**

February 25-27, 2019

NOMINATION FORM

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

Name of the organization

Designation

Whether SC/ ST/OBC/General

Address (Office)

.....

.....

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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Website :www.vvgnli.gov.in

