

# 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](http://www.vvgnli.gov.in)

Twitter Handle: @LabourMinistry

पीआरजी/आईआरपी/16/22

अगस्त 26, 2022

**विषय:** वी. वी. गिरि राष्ट्रीय श्रम संस्थान, नौएडा में नवम्बर 07-11, 2022 के दौरान आयोजित **प्रभावी नेतृत्व विकास के लिए व्यवहारवादी कौशल** विषय पर प्रशिक्षण कार्यक्रम

महोदय / महोदया,

सहर्ष सूचित किया जाता है कि वी वी गिरि राष्ट्रीय श्रम संस्थान अपने परिसर में नवम्बर 07-11, 2022 के दौरान **प्रभावी नेतृत्व विकास के लिए व्यवहारवादी कौशल** विषय पर एक प्रशिक्षण कार्यक्रम का आयोजन कर रहा है।

यह कार्यक्रम विशेष तौर पर सरकार, सार्वजनिक और निजी क्षेत्र के संगठनों से अधिकारियों तथा ट्रेड यूनियनों / संघों के संयंत्र स्तर के प्रतिनिधियों के लिए तैयार किया गया है। इस कार्यक्रम में संगठनात्मक लक्ष्यों को प्राप्त करने के लिए संगठनात्मक प्रक्रिया में प्रेरणा, नेतृत्व एवं दूसरों की प्रतिबद्धताओं की अवधारणा पर चर्चा की जाएगी। इसमें सीखने की प्रक्रियाएं एवं कौशल, जो उन्हें तय संगठनात्मक लक्ष्यों एवं उद्देश्यों को व्यवस्थित ढंग से प्राप्त करने में सहायक होंगे, भी शामिल होंगे। कार्यक्रम के विवरण संलग्न विवरणिका में दिये गए हैं।

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 को नामित करेंगे। कृपया प्रतिभागिता शुल्क के साथ अपने नामांकन हमें अक्टूबर 21, 2022 तक भेज दें।

सादर,

भवदीय,

(हर्ष सिंह रावत )

प्रशासनिक अधिकारी

सेवा में,

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

# वी.वी. गिरि राष्ट्रीय श्रम संस्थान

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No. PRG/IRP/16/22

August 26, 2022

**Subject: - Training Programme on Behavioural Skills for Developing Effective Leadership from November 07-11, 2022 at VVGNI Campus, NOIDA**

Sir/Madam,

We are glad to inform you that the Institute is organising a Training Programme on **Behavioural Skills for Developing Effective Leadership** from **November 07-11, 2022** at VVGNI Campus, NOIDA.

The programme is specifically designed for officials and plant level representatives of Trade Unions/ Associations/Federations from Government, Public and Private Sector Organisations. The programme will discuss the concept of motivation, leadership and commitments of others in organisational process for achieving organisational goals. It will also involve learning procedures and skills which will help in realizing set organizational goals and objective in a systematic manner. 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 employees from your organisation to participate in this programme. Kindly send us your nominations along with programme fee latest by October 21, 2022.

With regards,

Yours sincerely,

**(Harsh Singh Rawat)**  
**Administrative Officer**

To:

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

# **Training Programme on Behavioural Skills for Developing Effective Leadership**

**November 07-11, 2022,  
V.V. Giri National Labour Institute, NOIDA**



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



## **INTRODUCTION**

Leadership is a *sine qua non* for sustaining any organisation. Leadership is acquired in the process of learning. The process involves molding behaviour in certain manner to mobilise, motivate and commit others in the organisational process of achieving certain goals. It also involves learning procedures and skills which help in realizing set organisational goals and objectives in a systematic manner.

## **AIM**

To enhance personal and collective skills needed for effective leadership by way of experiential learning for individual and group leadership.

## **OBJECTIVES**

- To enhance effective leadership skills;
- To sharpen Interpersonal skills;
- To acquaint with concept of emotional Intelligence;
- To strengthen consensus building; and
- To inculcate the skills for creative problem solving.
- 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**

Experience based learning through the following processes individual v/s collective processes: understanding, experiencing, owning, experimenting, multiplying and strengthening, internalizing, applying and sustaining effective leadership

## **PARTICIPANT'S PROFILE**

Officials and Plant level representatives of Trade Unions/ Associations/Federations from Government, Public and Private Sector Organisations.

## **DATE AND DURATION**

**November 07-11, 2022**

The programme will commence on November 07, 2022 at 9.00 a.m. and will conclude on November 11, 2022 after lunch. The classes will be held from 9:00 am to 05:00 pm.

## **PROGRAMME FEE**

Rs. 23250/- +18% GST per residential participant on single occupancy basis  
Rs. 21000/-+18% GST per residential participant on double occupancy basis  
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 November 06, 2022 till the forenoon of November 12, 2022. Accommodation will be on twin sharing basis. 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 October 21, 2022. 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.



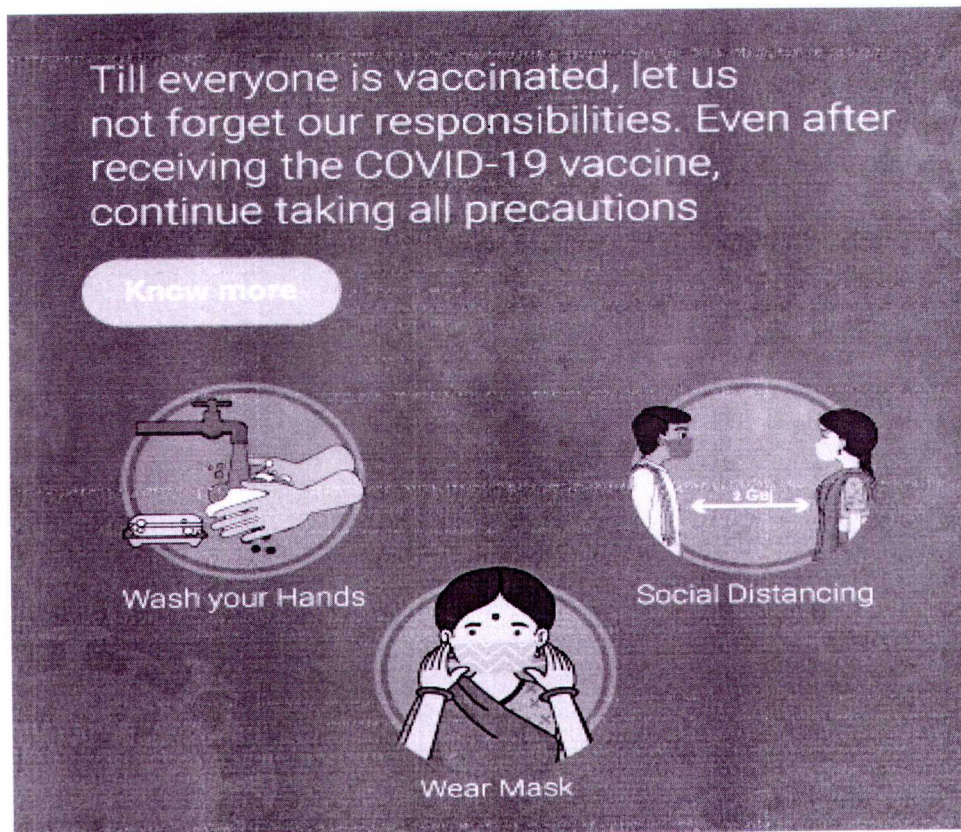
## COMMUNICATION

Consultant (Programme)  
V.V.Giri National Labour Institute  
Sector-24,Noida- 201301  
Distt. Gautam Budh Nagar  
Uttar Pradesh  
Telephone : 0120- 2411533-35  
Prog. Section :-0120-2411471  
Email : vvgnlitraining1@gmail.com

**All the participants may be informed to take preventive measures due to COVID-19 pandemic:**

- **Use Face Mask      Sanitize Hand      Observe Social Distance**

**STAY SAFE      STAY FIT**



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

**NOMINATION FORM**

**Training Programme on Behavioural Skills for Developing Effective Leadership  
November 07-11, 2022**

Nominee's Full Name  
(in block letters) :

Name of the Organisation :

GST No. :

Designation :

Address :

:

:

:

Telephone : Fax No. :

Email :

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- 2411533-535  
Email : [vvgnlitraining1@gmail.com](mailto:vvgnlitraining1@gmail.com)