

No. PRG/LAP/09/24
25 June, 2024

Subject: Training Programme on Enhancing Work Efficiency and Effective Delivery, VVGNI Noida, August 05-09, 2024

Dear Sir/Madam,

We are glad to inform you that the Institute would be organising a Training Programme on **Enhancing Work Efficiency and Effective Delivery** during **August 05-09, 2024**.

The programme aims at strengthening the Operational, Technical and Behavioral Skills of the participants for enhancing their work performances and enable them to play a larger role in the efficient and effective delivery of Public Services with the demonstration of good governance.

There is no programme fee. The Institute will provide free of charge boarding and lodging facility to the participants during training period. This training programme specially designed for Central and State Government Officers. The participants should be below 60 years of age with at least five years of work experience and knowledge of both English and Hindi.

We request you to nominate 04-05 officials from your Organisation. Brochure providing details of the training, including the modalities for nominations are attached. The last date for receiving nominations July 20, 2024

With kind regards,

Yours sincerely,

(Nagesh Nitla)
Programme Officer

To

- Central and State Government Departments/Organisations

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)



पीआरजी/एलएपी/09/24

25 जून, 2024

विषय: कार्य कुशलता बढ़ाने और प्रभावी वितरण पर प्रशिक्षण कार्यक्रम, वीवीजीएनएलआई नोएडा, 05-09 अगस्त, 2024

प्रिय महोदय/महोदया,

हमें आपको यह बताते हुए खुशी हो रही है कि संस्थान 05-09 अगस्त, 2024 के दौरान कार्य कुशलता बढ़ाने और प्रभावी वितरण पर प्रशिक्षण कार्यक्रम आयोजित करेगा

कार्यक्रम का उद्देश्य प्रतिभागियों के परिचालन, तकनीकी और व्यवहार कौशल को मजबूत करना है ताकि उनके कार्य प्रदर्शन को बढ़ाया जा सके और उन्हें सुशासन के प्रदर्शन के साथ सार्वजनिक सेवाओं के कुशल और प्रभावी वितरण में बड़ी भूमिका निभाने में सक्षम बनाया जा सके।

कार्यक्रम के लिए कोई शुल्क नहीं है। संस्थान प्रशिक्षण अवधि के दौरान प्रतिभागियों को निःशुल्क भोजन और आवास की सुविधा प्रदान करेगा। यह प्रशिक्षण कार्यक्रम विशेष रूप से केंद्र और राज्य सरकार के अधिकारियों के लिए बनाया गया है। प्रतिभागियों की आयु 60 वर्ष से कम होनी चाहिए और उन्हें कम से कम पाँच वर्ष का कार्य अनुभव और अंग्रेजी और हिंदी दोनों का ज्ञान होना चाहिए।

हम आपसे अनुरोध करते हैं कि आप अपने संगठन से 04-05 अधिकारियों को नामित करें। नामांकन के तौर-तरीकों सहित प्रशिक्षण का विवरण प्रदान करने वाला ब्रोशर संलग्न है। नामांकन प्राप्त करने की अंतिम तिथि 20 जुलाई, 2024

सौजन्य सहित,

भवदीय,

(नागेश नितला)

कार्यक्रम अधिकारी

सेवा में

- केंद्र और राज्य सरकार के विभाग/संगठन

Training programme on Enhancing Work Efficiency and Effective Delivery

August 05-09 , 2024
VVG NLI, Campus, NOIDA



V.V. Giri National Labour Institute
Sector – 24
GautamBudh Nagar
Noida Uttar Pradesh-201301

COURSE DIRECTOR

Mr. P. Amitav Khuntia
Associate Fellow
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COMMUNICATIONS

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AIM

This programme aims at strengthening the Operational, Technical and Behavioral Skills of the participants for enhancing their work performances and enable them to play a larger role in the efficient and effective delivery of Public Services with the demonstration of good governance.

OBJECTIVES

- Understand the emerging issues related to work and workplace
- Gain insights in to latest transformations at Workplace, Governance and Policy Making.
- Discuss the aspirations of Public and Working Mass from Public Servants and understand the Grassroots, Regional, National and International commitments.
- Strengthen the Operational, Technical and Behavioural Skills for a holistic professional development.

COURSE PROFILE

Work Dynamics , Workplace Transformations, Aspiration levels of stakeholders, Effective Delivery of Public Services, Promoting Gender Sensitiveness, Data Driven Decision Making, Role of Convergence and Partnership, Managing Finance, Digital Governance, Managing Inter and Intra Departmental/Organizational Dynamics, Good Practices/ Case Studies, Preparedness for Future of Work, Positive Attitude for Excellence, Strengthening Leadership, Mission LiFE, Team Work Skills and Behavioral Traits with Stress and Anger Management.

METHODOLOGY

Lectures, Audio Visual Presentations, Group Exercises, Group Discussions & Presentations, Experience Sharing and General Discussion, Case Studies/Field Visit

PARTICIPATION LEVEL

Central and State Government Officers

ELIGIBILITY

1. Participants should be above **21 years and below 60 years of age**;
2. Should have working knowledge of either Hindi or English.

DATE

August 05-09, 2024

The training programme will commence at 10.00 a.m. on August 05, 2024 will conclude in the afternoon on August 10, 2024.

VENUE

V. V. Giri National Labour Institute
Sector -24, NOIDA -201301

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. The nominee(s) may be informed accordingly.

STAY ARRANGEMENT

Stay arrangement will be made in the hostel of the V.V. Giri National Labour Institute. The lodging on twin sharing basis and boarding will be provided by the Institute from the afternoon of August 04, 2024 till the forenoon of August 10, 2024 .For extended stay or early arrival, lodging & boarding charges would be borne by the participants. **Officials entitled for higher class may claim their Travelling Allowance form their own organization.**

PROGRAMME FEE

There will be no fee for the programme.

COURSE DIRECTOR

P.Amitav Khuntia
p.amitav.vvgnli@gov.in

COMMUNICATION

All communications should be addressed to :

Nagesh Nitla
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V.V.Giri National Labour Institute
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Website : www.vvgnli.gov.in

V. V. GIRI NATIONAL LABOUR INSTITUTE
NOIDA

Training Programme on Enhancing Work Efficiency and Effective Delivery
(August 05-09, 2024)

NOMINATION FORM

Nominee's Full Name
(in block letters) : _____

Age (Date of Birth) : _____

Name of the Organisation : _____

Designation : _____

Address : _____

- : _____

: _____

Aadhar Number : _____

Telephone : _____

Email : _____

Single Occupancy/Residential/Non Residential (Put mark)

Date:

Signature

COMMUNICATION:

All correspondence should be addressed to:

Nagesh Nitla (Programme Officer)
V.V. Giri National Labour Institute
Sector-24, Distt. GautamBudh Nagar
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