

डॉ. अरविंद
महानिदेशक

पीआरजी/आईआरपी/08/23

अप्रैल 27, 2023

विषय:- वी. वी. गिरि राष्ट्रीय श्रम संस्थान, नौएडा में जुलाई 10-14, 2023 के दौरान आयोजित कार्य कुशलता बढ़ाने पर क्षमता निर्माण पर प्रशिक्षण कार्यक्रम

महोदय / महोदया,

सहर्ष सूचित किया जाता है कि वी. वी. गिरि राष्ट्रीय श्रम संस्थान जुलाई 10-14, 2023 के दौरान कार्य कुशलता बढ़ाने पर क्षमता निर्माण विषय पर 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।

हमें आशा है कि आप इस कार्यक्रम को अपने कर्मियों 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. अरविंद)

सेवा में,

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

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)



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Dr. Arvind
Director General

PRG/IRP/08/23

April 27, 2023

Subject: Capacity Building Programme on Enhancing Work Proficiency from July 10-14, 2023

Dear Sir/Madam

We are pleased to inform you that the V. V. Giri National Labour Institute would be organising a **Capacity Building Programme on Enhancing Work Proficiency**

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. Arvind)

To;

- Public Sector Undertakings
- Private Sector Undertakings
- Government Establishments

**Capacity Building Programme
on
Enhancing Work Proficiency**

July 10-14, 2023



**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.

PARTICIPATION LEVEL

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

PROGRAMME FEE

Rs. 23250/- +18% GST per residential participant on single occupancy basis
Rs. 21,000/-+ 18% GST per residential participant on double occupancy basis.
Rs. 18,000/- + 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 201 301
A/c Number	: 059702000001131
Type of Account	: Current Account
MICR cord	: 110020029
NEFT/IFSC Code	: IOBA0000597
PAN Number -	: AAAAV5227F
GST No.	: 09AAAV5227F1ZI

DATE AND DURATION

July 10-14, 2023

The programme will commence on July 10, 2023 at 9.00 a.m. and will conclude on July 14, 2023 after lunch. The classes will be held from 9:00 am to 05:00 pm.

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 VVGnLI, Noida. .

COURSE DIRECTOR

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

STAY ARRANGEMENT

For residential participants lodging and boarding will be arranged from the afternoon of July 09, 2023 till the forenoon of July 15, 2023. 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 June 28, 2023. Because of limited number of seats, we will be constrained to admit participants on first-come-first-serve basis and regret acceptance thereafter.

COMMUNICATION

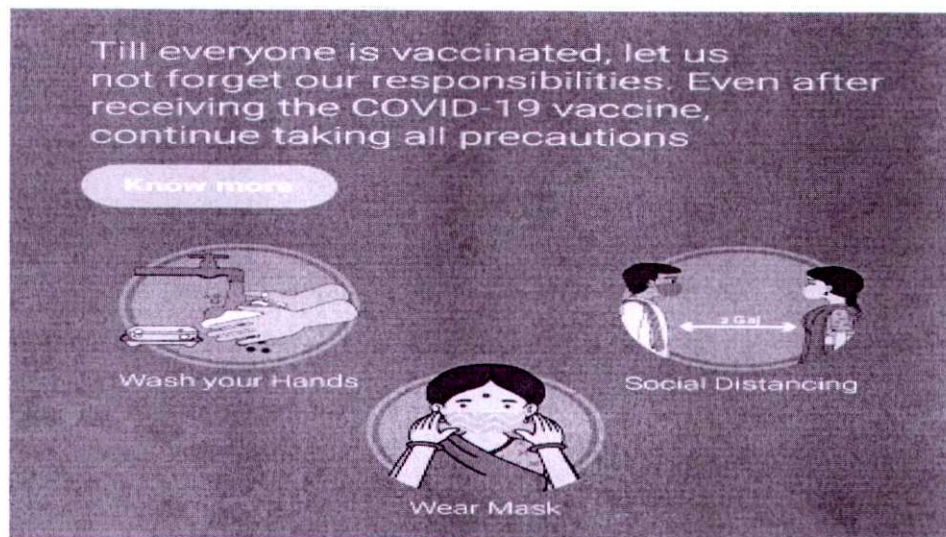
Consultant (Programme)
V.V.Giri National Labour Institute
Sector-24, Noida- 201301
Distt. Gautam Budh Nagar
Uttar Pradesh
Telephone : 0120- 2411533-35
Prog. Section :-0120-2411471
Email : vvgnlitraining1@gmail.com

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

**Capacity Building Programme on Enhancing Work Proficiency
July 10-14, 2023**

NOMINATION FORM

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

Date of Birth : _____

Name of the Organisation : _____

Designation : _____

Address : _____

: _____

: _____

: _____

GST Number : _____

Telephone : _____

Email : _____

Single Occupancy/Residential/Non Residential (Put ✓ mark)

Date:

Signature

COMMUNICATION:

All correspondence should be addressed to:

Consultant (Programme)
V.V. Giri National Labour Institute
Post Box. No. 68, Sector-24
Distt. Gautam Budh Nagar
NOIDA-201301 (UP)
Telephone : 0120- 2411534-36
Email : vvgnlitraining1@gmail.com