

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

Twitter Handle: @LabourMinistry

पीआरजी/आईआरपी/21/22

अक्टूबर 20, 2022

वी. वी. गिरि राष्ट्रीय श्रम संस्थान, नौएडा में दिसम्बर 05-09, 2022 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 दिसम्बर 05-09, 2022 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 कर्मिकों 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,

(हर्ष सिंह रावत)

प्रशासनिक अधिकारी

सेवा में,

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

वी.वी. गिरि राष्ट्रीय श्रम संस्थान

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PRG/IRP/21/22

October 20, 2022

Subject: Capacity Building Programme on Enhancing Work Proficiency from December 05-09, 2022 at VVGNI, Campus, Noida

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** from December 05-09, 2022 at VVGNI, Campus, Noida

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,


(Harsh Singh Rawat)
Administrative Officer

To;

- Public Sector Undertakings
- Private Sector Undertakings
- Government Establishments

Capacity Building Programme on Enhancing Work Proficiency

December 05-9, 2022



**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

December 05-09, 2022

The programme will commence on December 05, 2022 at 9.00 a.m. and will conclude on December 09, 2022 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. Shasi Bala, Fellow
balashashi.vvgnli@gov.in

STAY ARRANGEMENT

For residential participants lodging and boarding will be arranged from the afternoon of December 04, 2022 till the forenoon of December 10, 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 November 20, 2022. 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:

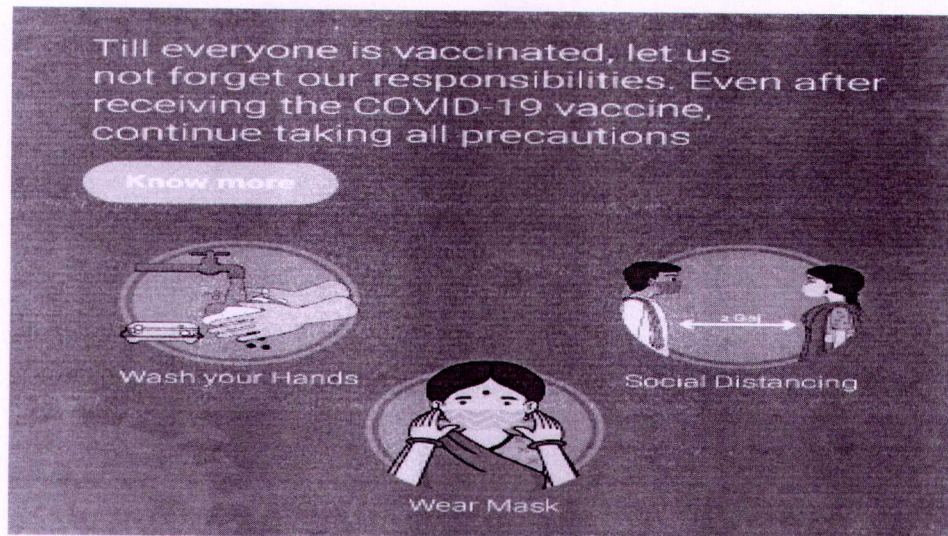
➤ Use Face Mask

Sanitize Hand

Observe Social Distance

STAY SAFE

STAY FIT



V.V. GIRI NATIONAL LABOUR INSTITUTE, NOIDA

**Capacity Building Programme on Enhancing Work Proficiency
December 05-09, 2022.**

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

Sector-24, Distt. Gautam Budh Nagar

NOIDA-201301 (UP)

Telephone : 0120- 2411534-36

Email : vvgnlitraining1@gmail.com