

**Capacity Building Programme on Enhancing Work Proficiency from June 10-13, 2019 at VVG NLI 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**. The programme will be held from **June 10-13, 2019** at the Institute's campus, NOIDA.

The programme is meant for Management Personnel and for plant level representatives of Trade unions/Associations/Federations. The aim of the programme is to make participants aware about importance of work proficiency to achieve personal and organizational goals. The objective of the programme is to have familiarity with the changes and trends in Industrial relations; to sharpen skills of leadership and managing work effectively; to discuss the role of employees in emerging economic political scenario; to manage Anger, Time & Stress.

We hope, you will find this programme suitable for your personnel and would nominate a team of participants at your earliest so as to reach us latest by **May 30, 2019** alongwith participation fee.

With kind regards,

Yours sincerely,

**(Dr. H. Srinivas)**

**Capacity Building Programme  
on  
Enhancing Work Proficiency**

**June 10-13, 2019  
VVGNI Campus, NOIDA**

**V.V. Giri National Labour Institute  
Post Box NO. 68, Sector –24, Noida-201301  
Distt. Gautam Budh Nagar  
Uttar Pradesh**

## **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.

## **METHODOLOGY**

Case studies; Role Play; Managerial Games; Group Work; Lecture and Instrument Use. One the whole, the programme will be participative in nature.

## **PARTICIPATION LEVEL**

Management Personnel and plant level representatives of Trade unions/Associations/Federations from Government establishment, public and private sector undertakings.

## **Faculty**

Faculty from the Institute and eminent external faculty from behavioral science areas

## **DATE AND DURATION**

June 10-13, 2019

The programme will commence on June 10, 2019 at 10.00 a.m. and conclude on June 13, 2019 afternoon.

## **VENUE**

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

For residential participants lodging and boarding will be made in the hostel of V.V.Giri National Labour Institute. The boarding and lodging will be provided from the afternoon of June 09, 2019 till the forenoon of June 14, 2019. The additional cost of early arrival or extended stay will be borne by the individual participants. Accommodation would be on twin sharing basis.

## **FEES**

Rs. 17,500/-+18% GST per residential participant on single occupancy basis  
Rs. 16,000/+18% GST per residential participant on double occupancy basis  
Rs. 13,500/+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	: 09AAAAV5227F1ZI

## **COURSE DIRECTOR**

Dr. Shashi Bala, Fellow

Besides the VVGNI faculty members, other eminent faculty from behavioural science area will join the training.

## **LAST DATE FOR RECEIPT OF NOMINATIONS**

Nominations in the prescribed format alongwith the participant fee should be sent well in time so as to reach us latest by **May 30, 2019**

**COMMUNICATION**

All correspondence should be addressed to:

J. K. Kaul

Consultant(Programme)

V.V. Giri National Labour Institute

Post Box. No. 68, Sector-24

NOIDA-201301 (UP)

Distt. Gautam Budh Nagar

Telephone : 0120 2411533-35

Fax No. : 0120 2411471

E.mail : [vvgnltraining@gmail.com](mailto:vvgnltraining@gmail.com), [jkkaul.vvgnli@gov.in](mailto:jkkaul.vvgnli@gov.in)

***For details of our other programmes visit our website: [www.vvgnli.gov.in](http://www.vvgnli.gov.in)***

**V.V.Giri National Labour Institute  
NOIDA  
Capacity Building Programme on Enhancing Work Proficiency  
June 10-13, 2019**

**NOMINATION FORM**

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

Name of the organisation .....

Designation .....

Address (Office) .....

.....

.....

Telephone (O).....(R) .....

Email .....

Fax No. ....

GST No.....

**Residential/Non-residential (Put Mark)**

Date

(Signature)

**Mail this form to:**

Mr. J. K. Kaul  
Consultant(Programme)  
V.V. Giri National Labour Institute  
Post Box. No. 68, Sector-24  
NOIDA-201301 (UP)  
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