



# 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. : 0120-2411 470

Fax : 0120-2411 471

E-mail : dg.vvgnli@gov.in

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डॉ. एच. श्रीनिवास, भा.रे.का.से.

महानिदेशक

**Dr. H. Srinivas, IRPS**

Director General

पीआरजी/आईआरपी/10/22

जून 21, 2022

विषय : वी वी गिरि राष्ट्रीय श्रम संस्थान, नौएडा में अगस्त 22-24, 2022 के दौरान आयोजित महिला अधिकारियों के लिए नेतृत्व विकास कार्यक्रम पर प्रशिक्षण कार्यक्रम

प्रिय महोदय / महोदया,

सहर्ष सूचित किया जाता है कि वी वी गिरि राष्ट्रीय श्रम संस्थान, नौएडा अपने परिसर में अगस्त 22-24, 2022 के दौरान महिला अधिकारियों के लिए नेतृत्व विकास कार्यक्रम पर एक प्रशिक्षण कार्यक्रम का आयोजन कर रहा है।

यह कार्यक्रम प्रतिभागियों को यह जानने के लिए प्रशिक्षित करेगा कि वे नेतृत्व के माध्यम से कैसे अपनी प्रबंधन शैली का समंजन करें तथा लोगों का प्रबंधन कैसे करें। नेतृत्व कौशल अभ्यास में रोल प्ले, प्रयोग एवं अभ्यास सत्र का उपयोग किया जाता है; परस्पर संवादात्मक कार्यकलापों के साथ नेतृत्व मॉडलों का प्रयोग करने से टीम को सफलता हासिल होती है और एक सम्मानित प्रबंधक मिलता है।

हमें आशा है कि आप इस कार्यक्रम को अपने संगठन के लिए उपयुक्त पाएंगे तथा अपने संगठन से प्रतिभागियों की एक टीम को नामित करेंगे। प्रतिभागिता शुल्क के साथ अपने संगठन से नामांकन जल्दी भेजें ताकि यह हमें अगस्त 07, 2022 तक मिल जाएँ।

सादर,

भवदीय,

*(Handwritten signature)*

(डॉ. एच. श्रीनिवास)

- सार्वजनिक क्षेत्र के उपक्रम
- निजी क्षेत्र के उपक्रम
- सरकारी प्रतिष्ठान
- आईआर (पीजी), आईआर -आईएमपी। और II), आईआर (पीएल), आईआर डिवीजन )आपके विभाग के एक अधिकारी को नामित करने के अनुरोध के साथ



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महानिदेशक

**Dr. H. Srinivas, IRPS**

Director General

No. PRG/IRP/10/22

June 21, 2022

**Subject: Leadership Development Programme for Women Officials during August 22-24, 2022 at VVGNI Campus, NOIDA**

Dear Sir/Madam,

We are glad to inform you that the V.V. Giri National Labour Institute has scheduled a training programme on **Leadership Development Programme for Women Officials during August 22-24, 2022** at VVGNI Campus, NOIDA.

This programme will train the participants to discover how to adjust your management style through leadership and how to manage people. Leadership skill practice uses role plays, exercise and practice sessions; using leadership models along with interactive activities results to achieve team success and a well respected manager. The programme will be conducted in Hindi/English. Programme details are given in the enclosed brochure.

We hope you will find this programme appropriate for your organisation and will nominate a team of participants. Nominations from your organisations should reach to us latest by **August 07, 2022** alongwith participation fee.

With kind regards,

Yours sincerely

(Dr. H. Srinivas)

To:

- Public Sector Undertakings
- Private Sector Undertakings
- Government Establishments
- IR(PG), IR (IMP-I&II), IR (PL), IR Division(with the request to nominate one official of your department)

**Leadership Development Programme  
for  
Women Officials**

**August 22-24, 2022  
VVG NLI Campus, NOIDA**



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



## **AIM**

This training programme on 'leadership development programme for women officials' will train the participants to discover how to adjust your management style through leadership and how to manage people. Leadership skill practice uses role plays, exercise and practice sessions; using leadership models along with interactive activities results to achieve team success and a well respected manager.

## **OBJECTIVES**

- Examine managerial style and increase self-awareness through leadership style.
- Develop skills for negotiation, communication, leadership, interpersonal skills and time management.
- Learn how to set priorities, how to control chaos in the workplace and make decisions under pressure
- Learn practical technique to manage and understand how emotions affect your job performance.
- Develop your analytical skill through research and information
- Learn assertiveness techniques for survival and advancement and develop the best strategic planning process

## **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**

Role play, exercises and practice sessions, case studies and experience sharing,.

## **PARTICIPATION LEVEL**

Women management personnel and representatives of trade unions/associations/federations from government, public and private sector organizations .

## **DATE AND DURATION**

**August 22-24, 2022**

The programme will commence on August 22, 2022 at 10:00 a.m. and conclude on August 24, 2022 afternoon.

## **VENUE**

V.V. Giri National Labour Institute  
Sector – 24, NOIDA – 201 301  
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**

Stay arrangement will be made in the hostel of the V. V. Giri National Labour Institute. The boarding and lodging for residential participants will be provided from the afternoon of August 21, 2022 till the forenoon of August 25, 2022. For extended stay or early arrival, lodging & boarding charges would be borne by the participants.

## **PROGRAMME FEE**

Rs. 15500/+18% GST per residential participant on single occupancy basis

Rs. 14000/+18% GST per residential participant on double occupancy basis

Rs. 12000/+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        |

## **LAST DATE FOR NOMINATIONS**

**August 07, 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. Dhanya M.B.

Besides the VVGNNLI faculty, eminent speakers from Industry, Universities and other academic institutions will also be invited to interact with the participants.

## **COMMUNICATIONS**

All communications should be addressed to:

The sponsoring authority is requested to send nomination forms duly filled in by the nominees alongwith sponsorship letter. Sponsorship letters without nomination forms will not be considered.

Consultant (Programme)  
V.V. Giri National Labour Institute  
Sector-24, Distt. Gautam Budh Nagar  
NOIDA – 201301 (UP)

Telephone: 2411533-35  
Fax No. : 2411471  
Website : [www.vvgnli.gov.in](http://www.vvgnli.gov.in)  
Email: [vvgnlitraining@gmail.com](mailto:vvgnlitraining@gmail.com)

Note: Those calling on STD from outside Delhi please dial 0120 before the above numbers. The Institute works five days a week. (Monday – Friday)



**V.V.Giri National Labour Institute**  
**NOIDA**  
**Leadership Development Programme for Women Officials**  
**August 22-24, 2022**

**NOMINATION FORM**

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

Name of the organization .....

Designation .....

Whether SC/ ST/OBC/General .....

Address (Office) .....  
.....  
.....

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

Fax No. .... e.mail .....

GST No.....

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

Date ..... (Signature)

Mail to:

All Correspondence should be addressed to :

**Consultant (Programme)**

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