



# 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

Website : www.vvgnli.gov.in



डॉ. एच. श्रीनिवास, भा.रे.का.से.  
महानिदेशक

**Dr. H. Srinivas, IRPS**  
Director General

No. PRG/IRP/13/21  
July 26, 2021

**Subject: Online Leadership Development Programme for Women Officials during September 22-24, 2021.**

Dear Sir/Madam,

We are pleased to inform you that the V. V. Giri National Labour Institute would be organising an Online Leadership Development Programme for Women Officials from September 22-24, 2021.

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.

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.

With kind regards,

Yours sincerely,

(Dr. H. Srinivas)

To:

- Public Sector Undertakings
- Private Sector Undertakings
- Government Establishments



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Director General

पीआरजी/आईआरपी/13/21

26 जुलाई 2021

**विषय: वी. वी. गिरि राष्ट्रीय श्रम संस्थान द्वारा सितंबर 22-24, 2021 के दौरान महिला अधिकारियों के लिए नेतृत्व विकास विषय पर ऑनलाइन प्रशिक्षण कार्यक्रम**

महोदय / महोदया,

सहर्ष सूचित किया जाता है कि वी वी गिरि राष्ट्रीय श्रम संस्थान सितंबर 20-24, 2021 के दौरान महिला अधिकारियों के लिए नेतृत्व विकास विषय पर एक ऑनलाइन 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 कर्मिकों के लिए उपयुक्त पाएंगे तथा प्रतिभागियों का दल शीघ्रतिशीघ्र नामित करेंगे। नामांकन करने के तरीकों सहित प्रशिक्षण कार्यक्रम के सभी विवरण युक्त विवरणिका संलग्न है।

सादर,

भवदीय,

*डॉ. एच. श्रीनिवास*

(डॉ. एच. श्रीनिवास)

सेवा में,

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

# **Online Leadership Development Programme for Women Officials**

**September 22-24, 2021**



**V.V. Giri National Labour Institute**  
**Post Box No. 68, Sector – 24,**  
**NOIDA- 201 301,**  
**Distt. Gautam Budh Nagar**  
**Uttar Pradesh**

## **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.

## **TRAINING DELIVERY AND METHODOLOGY**

- This training will be delivered in an online mode. The training will primarily make use of lectures, case studies and experience sharing.
- Each session will be based on a structured Power Point presentation.
- Participants should have access to internet and computer with audio-visual facilities

## **PARTICIPATION LEVEL**

Women Management Personnel and Representatives of Trade Unions/Associations/Federations from Public Sector, Private Sector Undertakings and Government Organizations.

## **DATE AND DURATION**

- This programme is scheduled for September 22-24, 2021.
- Online lectures and discussions will be held from 10:30 am to 04:30 pm.

## **PROGRAMME FEE**

Rs. 4500/- +18% GST per 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

## **NOMINATION AND ENROLMENT**

The nominations of those interested in participating in this training, can be sent either through organisations or individually.

- Please fill in the linked registration form and submit it. Without registration form, nomination will not be considered.

[https://docs.google.com/forms/d/e/1FAIpQLScp6K6LKm1-ci\\_JE4RFUzbzqitlhg\\_kdrBzO0kkYjBuhgkfyZQ/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLScp6K6LKm1-ci_JE4RFUzbzqitlhg_kdrBzO0kkYjBuhgkfyZQ/viewform?usp=sf_link)

- The registration link should be sent through soft copy to the nominees. Link will not open if sent through photo copy. Nominees can also use link given in our website brochure.
- Last date for receiving nominations: September 15, 2021.
- The nominations received will be scrutinised by the VVGnLI and those selected will be intimated individually via email. They will also be informed the log in details to access the online programme and related training resources.
- Those who successfully complete the programme will be provided an e-certificate by the VVGnLI.

## **COURSE DIRECTOR**

Dr. Dhanya M.B.  
dhanyamb.vvgnli@gov.in

## **COMMUNICATIONS**

Shri J. K. Kaul  
Consultant(Programme)  
V.V.Giri National Labour Institute  
Post Box No. 68, Sector – 24, NOIDA- 201301  
Distt. Gautam Budh Nagar  
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Website : [www.vvgnli.gov.in](http://www.vvgnli.gov.in)