



# 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

PRG/IRP/07/20  
November 02, 2020

**Subject: Online Training Programme on Managing Work Effectively: A Behavioural Approach from December 14-17, 2020**

Dear Sir/Madam,

In the prevailing COVID-19 pandemic scenario, the Institute has decided to conduct e-Training Programmes for the benefit of social partners. In this context, we are pleased to inform you that the V. V. Giri National Labour Institute would be organising an Online Training Programme on **Managing Work Effectively: A Behavioural Approach** from **December 14-17, 2020**.

The programme is meant for Government Officials, Managers, Executives/Officers, Trade Union Leaders. The aim of the programme is to develop better understanding of various aspects of organizational culture and development and impart appropriate behavioural skills for enhancing efficiency and productivity of the organization(s).

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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महानिदेशक

**Dr. H. Srinivas, IRPS**

Director General

पीआरजी/आईआरपी/07/20

नवंबर 02, 2020

विषय: वी वी गिरि राष्ट्रीय श्रम संस्थान द्वारा 14-17 दिसम्बर, 2020 के दौरान कार्य का प्रभावी ढंग से प्रबंधन : व्यवहारवादी दृष्टिकोण विषय पर ऑनलाइन प्रशिक्षण कार्यक्रम का आयोजन

महोदय / महोदया,

वर्तमान कोविड-19 महामारी के परिदृश्य में संस्थान ने सामाजिक भागीदारों के हितार्थ ई-प्रशिक्षण कार्यक्रम आयोजित करने शुरू किए हैं। इस संदर्भ में, सहर्ष सूचित किया जाता है कि वी वी गिरि राष्ट्रीय श्रम संस्थान 14-17 दिसम्बर, 2020 के दौरान कार्य का प्रभावी ढंग से प्रबंधन : व्यवहारवादी दृष्टिकोण विषय पर एक ऑनलाइन प्रशिक्षण कार्यक्रम का आयोजन कर रहा है।

यह कार्यक्रम प्रबंधकों, कार्यपालकों/अधिकारियों, ट्रेड यूनियन नेताओं के लिए तैयार किया गया है। कार्यक्रम का उद्देश्य संगठनात्मक संस्कृति और विकास के विभिन्न पहलुओं की बेहतर समझ विकसित करना और संगठन की दक्षता और उत्पादकता बढ़ाने के लिए उचित व्यवहार कौशल प्रदान करना है।

हमें आशा है कि आप इस कार्यक्रम को अपने कार्मिकों के लिए उपयुक्त पाएंगे, तथा प्रतिभागियों के एक दल को जल्द से जल्द नामित करेंगे। नामांकन करने के तरीकों सहित प्रशिक्षण कार्यक्रम के सभी विवरण युक्त विवरणिका संलग्न है।

सादर,

भवदीय,

(डॉ.एच. श्रीनिवास)

सेवा में,

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

# **Online Training Programme on Managing Work Effectively: A Behavioural Approach**

**December 14-17, 2020**



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

## **INTRODUCTION**

Human creativity is far more abundant than generally imagined. People manifest creativity in their dreams, speech and social interactions, and in the hundreds of thousands of products, services, and activities they design and develop. Although the creative genius is rare and wonderful and must be nurtured, it is equally important both for persons and organisations to create conditions in which the masses can be creative. The creative individual tends to have considerable independence of judgment; rich, often bizarre imagination combined with a good deal of reality contact; openness to strange and complex situations, sensations, and ideas; and a need to contribute something distinctive, be a pioneer, and to actualize one's potential. Creativity training aims to help trainees develop motivation and abilities congenial to creativity.

## **AIM**

To develop better understanding of various aspects of organizational culture and development and impart appropriate behavioural skills for enhancing efficiency and productivity of the organization(s) during COVID-19.

## **OBJECTIVES**

- To be familiar with various aspects of organisational development and culture during COVID-19
- To know more about work and office management.
- To know about various behavioural skills (positive attitude, team work, time management, stress management, communication skills, decision making, self motivation, work life balance, emotional intelligence) and its importance.
- To enhance sensitivity towards self, group and organization•
- To acquaint with negotiating skills, consensus building and decision-making process for organisational excellence.

## **COURSE PROFILE**

Traditional vs. visionary leadership, Impact of visionary leadership in personal and organisational life Skills of sustaining leadership

## **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. It will also include group discussions and thus be participative in nature.
- Each session will be based on a structured Power Point presentation.
- Comprehensive reading materials will also be provided as a part of the programme.
- Participants should have access to internet and computer with audio-visual facilities

## **PARTICIPATION LEVEL**

Government Officials, Management personnel and Plant level representatives of Trade Unions Associations/ Federations from government establishments , public sector and private sector undertakings.

## **FACULTY**

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

## **BENEFITS TO THE SPONSORING PERSONS & ORGANISATIONS**

The persons attending the training are likely to become more creative in understanding the reasons of their own, as well as other people's creativity. The training may help a person in improving the quality of interpersonal relations with his/her subordinates, colleagues, superiors and, in turn, become a better team player and efficacious person. The wastage of energy in dysfunctional efforts will come down and a conducive, creative and pious work environment will be created. This will give a fillip to personal and organisational effectiveness. The incumbents will be able to participate actively in the envisioning process of the organisation, which will facilitate aligning people toward the organisational mission, vision and values. Enhanced creativity will help in creating a support-oriented culture and the influencing skill will increase the potential of achieving the desired objectives. It will also contribute in creating and strengthening a collaborative approach in dealing with work and interest related issues.

## **DATE**

- This programme is scheduled for December 14-17, 2020
- Online lectures and discussions will be held from 10:30 to 13:30 hrs (three hours per training day).

## **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/1FAIpQLSetCG46ykEuzyGHJ1e0OzOKNm32n4yJF3x3yQwuA91-q1mBJA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSetCG46ykEuzyGHJ1e0OzOKNm32n4yJF3x3yQwuA91-q1mBJA/viewform?usp=sf_link)

- Last date for receiving nominations: December 07, 2020.
- 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 a certificate by the VVGnLI.

## **PROGRAMME FEE**

Rs. 6000/- +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	: 09AAAV5227F1ZI

## **COURSE DIRECTOR**

Dr. Ramya Ranjan Patel  
rrpatel.vvgnli@nic.in

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

## **COMMUNICATION**

All correspondence should be addressed to:

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Post Box. No. 68, Sector-24  
NOIDA-201301 (UP)  
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Telephone : 0120 2411533-35  
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E.mail : training@vvgnli.com

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