



# 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/24/21  
February 07, 2022

**Subject: Online Training Programme on Managing Work Effectively: A Behavioural Approach from March 07-11, 2022.**

Dear Sir/Madam,

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 **March 07-11, 2022**.

The programme is meant for Managers, Executives/Officers, Trade Union Leaders. The objective of the programme is to enhance creativity in self, group and organisation to help in developing a supportive culture. It will increase the potential of individual participants in achieving the desired objectives of the organisation. It will also contribute in creating and strengthening a collaborative approach in dealing with work effectively and productively which would, in turn, benefit the organisation through their enhanced personal and interpersonal insights, sensitivity, effectiveness and resourcefulness. The Institute had successfully organised a series of these programmes in the past and participants from Government Departments, Public Sector Undertakings and Private Sector Industries participated.

We hope, you will find this programme suitable for your personnel and would nominate a team of participants at your earliest.

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/24/21

07 फरवरी 2022

विषय: वी वी गिरि राष्ट्रीय श्रम संस्थान, नौएडा द्वारा मार्च 07-11, 2022 के दौरान कार्य का प्रभावी ढंग से प्रबंधन : व्यवहारवादी दृष्टिकोण विषय पर ऑनलाइन प्रशिक्षण कार्यक्रम

महोदय / महोदया,

सहर्ष सूचित किया जाता है कि वी वी गिरि राष्ट्रीय श्रम संस्थान, नौएडा मार्च 07-11, 2022 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। इस कार्यक्रम का उद्देश्य एक सहायक संस्कृति विकसित करने में मदद करने हेतु स्वयं, समूह और संगठन में रचनात्मकता को बढ़ाना है। यह कार्यक्रम संगठन के वांछित लक्ष्यों को प्राप्त करने में प्रतिभागियों की क्षमता में वृद्धि करेगा। यह कार्य को प्रभावी एवं लाभकारी ढंग से करने हेतु प्रतिभागियों में सहयोगात्मक दृष्टिकोण के सृजन एवं सुनंटीकरण में भी सहायक होगा, जिससे आगे चलकर उनकी संवर्धित व्यक्तिगत एवं पारस्परिक अंतर्दृष्टि, संवेदनशीलता, प्रभाविता और साधन-संपन्नता के द्वारा संगठन को फायदा होगा। संस्थान ने पूर्व में ऐसे कई कार्यक्रम सफलतापूर्वक आयोजित किए थे, तथा इनमें सरकारी विभागों, सार्वजनिक क्षेत्र के उपक्रमों एवं निजी क्षेत्र के उद्योगों के प्रतिभागियों ने भाग लिया था।

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।

सादर,

भवदीय,

डॉ. एच. श्रीनिवास

(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**

**March 07-11, 2022**



**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).

## **OBJECTIVES**

- To be familiar with various aspects of organisational development and culture
- To know more about work and office management.
- To get familiar with work culture and ethics.
- 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.
- Participants should have access to internet and computer with audio-visual facilities

## **PARTICIPATION LEVEL**

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 AND DURATION**

- This programme is scheduled for March 07-11, 2022.
- Online lectures and discussions will be held from 10:30 AM to 04:30 PM.

## **PROGRAMME FEE**

Rs. 7500/- +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	: 1 10020029
NEFT/ IFSC code	: IOBA0000597
Pan Card No.	: AAAAV5227F
GST No	: 09AAAV5227F1ZI

## **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/1FAIpQLSehiopXaltv3ph71of9TX1fU0OIIYiyu1iUpudNsUI8M12i1Q/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSehiopXaltv3ph71of9TX1fU0OIIYiyu1iUpudNsUI8M12i1Q/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.
- The nominees will 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. Shashi Bala

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

## **COMMUNICATION**

All correspondence should be addressed to:

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 : vvgnlitraining@gmail.com

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