



PRG/IRP/12/25/173555

04 November, 2025

Subject: Leadership Development Programme for Women Officials during 12-14 January, 2026 at VVGNI Campus, NOIDA

Dear Sir/Madam,

It is our pleasure to inform you that the V.V. Giri National Labour Institute has scheduled a training programme on **Leadership Development Programme for Women Officials during 12-14 January, 2026** 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.

The brochure providing all details of the training programme, fees for participation in the programme and modalities for nomination is attached.

We hope, you will find this programme suitable for your officers and trade union leaders and would nominate 3-4 persons from your organisation at the earliest.

With regards,

Yours sincerely,


(Nagesh Nitla)
Programme Officer

To,

- Public Sector Undertakings
- Private Sector Undertakings
- Government Establishments

पीआरजी/आईआरपी/12/25/173555

04 नवंबर, 2025

विषय : वी वी गिरि राष्ट्रीय श्रम संस्थान, नौएडा में 12-14 जनवरी, 2026 के दौरान आयोजित महिला अधिकारियों के लिए नेतृत्व विकास कार्यक्रम पर प्रशिक्षण कार्यक्रम

प्रियमहोदय / महोदया,

आपको सूचित करते हुए हमें खुशी हो रही है कि वी वी गिरि राष्ट्रीय श्रम संस्थान, नौएडा अपने परिसर में जनवरी 12-14 जनवरी, 2026 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।

प्रशिक्षण कार्यक्रम, कार्यक्रम में भागीदारी के लिए शुल्क और नामांकन के तौर-तरीकों के सभी विवरण प्रदान करने वाला ब्रोशर संलग्न है।

हमें उम्मीद है कि आपको यह कार्यक्रम आपके अधिकारियों और ट्रेड यूनियन नेताओं के लिए उपयुक्त लगेगा और आप जल्द से जल्द अपने संगठन से 3-4 लोगों को नामांकित करेंगे।

सादर,

भवदीय,



(नागेश नितला)

कार्यक्रम अधिकारी

सेवा में,

- सार्वजनिक क्षेत्र के उपक्रम
- निजी क्षेत्र के उपक्रम
- सरकारी प्रतिष्ठा



V.V. GIRI NATIONAL LABOUR INSTITUTE
Sector – 24, Gautam Buddha Nagar, Noida, Uttar Pradesh-201301

Training Programme on Leadership Development Programme for Women Officials

Venue

Seminar Building, V.V. Giri National Labour Institute, Sector – 24,
Gautam Budh Nagar, Noida, Uttar Pradesh-201301

Programme Dates and Timelines

- **Dates/ Timings:** 12 – 14 January, 2026 / 10:00 am to 05:00 pm
- **Stay Arrangement Dates:** From the afternoon of 11 January, 2025 till the forenoon of 15 January, 2026

COURSE DIRECTOR Dr. Dhanya M.B. Fellow dhanyamb.vvgnli@gov.in	CORRESPONDENCE Mr. Nagesh Nitla Programme Officer Phone: 0120- 2411533-35 Phone 0120- 2411471 vvgnlitraining1@gmail.com Website: www.vvgnli.gov.in
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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 public and private sector organizations and trade unions/associations/federations

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.

PROGRAMME FEE

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

Rs. 14,000/-+ 18% GST per residential participant on double occupancy basis.

Rs. 12,000/- + 18% GST per non- residential participants.

For extended stay or early arrival, lodging & boarding charges would be borne by the participants.

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 and address of the Bank: Union Bank of India, Noida, Sector-35

Savings A/C Number: 520141001056979

MICR: 110020029

IFSC: UBIN0908339

Pan Card No: AAAAV5227F

GST No. 09AAAV5227F1ZI

COMMUNICATION

Programme Officer
V.V.Giri National Labour Institute
Sector-24,Noida- 201301
Distt. Gautam Budh Nagar
Uttar Pradesh
Telephone : 0120- 2411471, 2411533-35
Email : vvgnlitraining1@gmail.com

V.V. GIRI NATIONAL LABOUR INSTITUTE, NOIDA
Training Programme on Leadership development programme for
women officials

12 – 14 January, 2026

Course Director - Dr. Dhanya M.B., Fellow

NOMINATION FORM

Nominee's Full Name : _____

(In block letters)

Name of the Organisation : _____

Age & Date of Birth : _____

Designation : _____

Whether

SC/ ST/OBC/General : _____

Address : _____

: _____

Mobile No. : _____

Email : _____

GST No (if available) : _____

Residential/Non Residential (Put ✓ mark)

Date:

Signature

Remarks / Recommendations of the forwarding officer:-

Date:

Signature

Email / Post to:

Programme Officer

V.V.Giri National Labour Institute Sector-24,

Noida Distt. Gautam Budh Nagar, Uttar Pradesh – 201301

Telephone : 0120- 2411471, 2411533-535

Email: vvgnlitraining1@gmail.com