



डॉ. अरविंद
महानिदेशक
Dr. Arvind
Director General

No. PRG/TTP/06/23
December 29, 2023

Subject: Course on Presentation Skills from March 05-07, 2024 VVGNI Campus, NOIDA.

Dear Sir/Madam,

We are glad to inform you that the V.V. Giri National Labour Institute has scheduled a **Course on Presentation Skills** during **March 05-07, 2024** at its Campus in Noida.

The programme aims to empower participants with the knowledge, techniques, and confidence required to create and deliver impactful presentations.

There is no programme fee. The Institute would provide free boarding and lodging facility and will reimburse to and fro Second Class Sleeper train fare on production of tickets to the participants. It may be ensured that nominee(s) should have Aadhar number. The nominations of only those participants will be accepted who have Aadhar number and bank account. The reimbursement of travel fare to the nominees would be made through NEFT only. The nominee(s) may be informed to bring their Aadhar Card and bank details (name of bank, name of bank branch, IFSC code and bank account no.) with them. The bank details may be indicated by nominee while filling up TA form at the institute. All the nominees may be informed accordingly.

We request you to nominate 03 officials from your organisation. Because of limited number of seats, the Institute will be constrained to admit only 03 participants from one organisation on first-come-first serve basis. 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.

With regards,

Yours sincerely,

(Dr. Arvind)

To:

- Central and State Ministries
- Central Trade Unions
- Research Institutions

Course on Presentation Skills

March 05-07, 2024

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

COURSE DIRECTOR

Dr. Ellina Samantroy, Fellow
ellinasroy.vvgnli@gov.in

COMMUNICATIONS

Nagesh Nitla
Programme Officer
Phone: 0120- 2411533-35
Phone 0120- 2411471
vvgnlitraining1@gmail.com
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In an era where effective communication is a prized skill, the art of presentation stands as a powerful tool for conveying ideas, inspiring change, and leaving a lasting impact. Whether in the boardroom, the classroom, or the grand stage of public speaking, presentation skills are the conduit through which information transforms into inspiration.

AIM

To empower participants with the knowledge, techniques, and confidence required to create and deliver impactful presentations.

OBJECTIVES

By the end of the training program, participants would be able to:

- Organize, and structure presentation content that is relevant, coherent, and compelling.
- Cultivate vocal modulation, body language, and eye contact to enhance their delivery, instilling confidence and authenticity in presentation style.
- Establish a rapport with diverse audiences, maintain their attention, and adapt their communication approach to various contexts.
- Respond confidently and succinctly to questions and challenges from the audience, demonstrating expertise and adaptability.
- Foster a culture of constructive feedback, enabling participants to evaluate their own presentations critically and continuously refine their skills.

COURSE PROFILE

METHODOLOGY

Lectures, individual and group presentations, sharing case studies

PARTICIPATION

Representatives of Central Trade Unions, Skill Development Institutes, NGOs

DATE

March 05-07, 2024

The timings are 10:00 am to 05:00 pm. The programme will commence on March 05, 2024 at 10.00 a.m. and conclude on the afternoon of March 07, 2024

VENUE

V.V. Giri National Labour Institute
Sector 24, NOIDA - 201 301 (U.P.)

The campus of Institute is situated near Prakash Hospital and NTPC Office. The distance of the campus from New Delhi Railway Station is 20 Kms. Noida City Centre Metro Station is about 1.5 kms from VVGNI, Noida. The nominee(s) may be informed accordingly.

STAY ARRANGEMENT

Stay arrangement will be made in the hostel of the V.V. Giri National Labour Institute. The lodging on twin sharing basis and boarding will be provided by the Institute from the afternoon of March 04, 2024 till the forenoon of March 08, 2024. For extended stay or early arrival, lodging & boarding charges would be borne by the participants. **The travel charges of the participants will be borne by the sponsoring organisation.**

TRAVELLING EXPENSES

1. No fee is charged from the participants.
2. The Institute would reimburse travel expenses of the participants for 2nd class sleeper Train/Bus fare from their place of work to NOIDA on production of original ticket for inward journey and for return journey, a photo copy of confirmed ticket should be produced to claim reimbursement. Without submission of tickets, no reimbursement claim will be permissible. The nominees should be informed about the reimbursement procedure accordingly to avoid inconveniences.
3. It may be ensured that nominee(s) should have Aadhar number. The nominations of only those participants will be accepted who have Aadhar number and bank account. The reimbursement of travel fare to the nominees would be made through NEFT only. The nominee(s) may be informed to bring their bank details (name of bank, name of bank branch, IFSC code and bank account no.) with them. The bank details may be indicated by nominee while filling up TA form at the institute. All the nominees may be informed accordingly.
4. The local conveyance will be reimbursed restricted to the actual expenditure incurred or Rs. 500/- whichever is less. For Delhi NCR Region the local conveyance would be Rs. 350/- only.
5. The participants are provided free of cost boarding and lodging only for the duration of the programme.
6. **Officials entitled for higher class may claim their Travelling Allowance from their own organisation.**

COURSE DIRECTOR

Dr. Ellina Samantroyh
ellinasroy.vvgnli@gov.in

LAST DATE FOR NOMINATIONS

The last date for receiving the nominations is February 23, 2024. Because of limited number of seats, we will be constrained to admit participants on first-come-first-serve basis and regret acceptance thereafter.

COMMUNICATIONS

All correspondence should be addressed to:

Nagesh Nitla
Programme Officer
V.V. Giri National Labour Institute
Sector-24, NOIDA-201301
Uttar Pradesh
Phone: 0120-2411471, 2411533-35
Email : vvgnlitraining@gmail.com
Website: www.vvgnli.gov.in

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

V.V.GIRI NATIONAL LABOUR INSTITUTE

**V.V.GIRI NATIONAL LABOUR INSTITUTE
NOIDA**

**Course on Presentation Skills
March 05-07, 2025**

NOMINATION FORM

VENUE

V.V.Giri National Labour Institute Campus, Sector-24, NOIDA, Distt. Gautam Budh Nagar, Uttar Pradesh

IMPORTANT INSTRUCTIONS

- This form must be filled by the nominee and sent to the address given below;
- Do not delay. Please mail this form immediately.

GENERAL INFORMATION

1. Nominee's Full Name Mr./Ms. _____
(In Block Letters)
2. Age and date of birth : _____
3. Educational Qualification : _____
4. Whether
SC/ST/OBC/General _____
5. Address for Correspondence: _____
(In block Letters)
: _____

Telephone _____
- Mob. No. _____ E.mail _____
7. Have you attended any : _____
programme from this Institute?
If yes, give details. _____

II. DETAILS OF CURRENT EMPLOYMENT

- (a) Designation : _____
- (b) Organisation _____
- (c) Nature of Work _____
- (d) Address _____

BANK DETAILS OF THE PARTICIPANT

Aadhar No. _____

Name of Bank _____

Bank Branch Name: _____

Account No. _____

IFSC Code _____

(Signature & Name of the Participant)

Date:

Mail this form to:

Mr. Nagesh Nitla
Programme Officer
V.V.Giri National Labour Institute
Sector – 24, NOIDA, Distt. Gautam Budh Nagar
Uttar Pradesh – 201 301
Telephone: 0120- 2411471, 2411534-36
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