

No. PRG/IRP/39/23  
January 29, 2024

**Subject: Leadership Development Programme for Women Officials during February 12-14, 2024 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 February 12-14, 2024** 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.

We hope you will find this programme appropriate for your organisation and will nominate a team of participants. Nominations from your organisations should reach to us along with participation fee.

With kind regards,

Yours sincerely



**Nagesh Nitla**  
Programme Officer

- Public Sector Undertakings
- Private Sector Undertakings
- Government Establishments

पीआरजी/IRP/39/23  
जनवरी 29, 2024

विषय : वी वी गिरि राष्ट्रीय श्रम संस्थान, नौएडा में **फरवरी 12-14, 2024** 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 फरवरी 12-14, **2024** 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।

हमें आशा है कि आप इस कार्यक्रम को अपने संगठन के लिए उपयुक्त पाएंगे तथा अपने संगठन से प्रतिभागियों की एक टीम को नामित करेंगे। प्रतिभागिता शुल्क के साथ अपने संगठन से नामांकन जल्दी भेजें।

सादर,

भवदीय



नागेश नितला  
कार्यक्रम अधिकारी

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

# **Leadership Development Programme for Women Officials**

**February 12-14, 2024  
VVG NLI Campus, NOIDA**

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

**COURSE DIRECTOR**

Dr. Shashi Bala

**COMMUNICATIONS**

Mr. Nagesh Nitla  
Programme Officer  
Phone: 0120- 2411533-35  
Phone 0120- 2411471  
Email: vvgnlitraining1@gmail.com  
Website: www.vvgnli.gov.in



## **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

## **DATE AND DURATION**

**February 12-14, 2024**

The programme will commence on February 12, 2024 at 10:00 a.m. and conclude on February 14, 2024 afternoon.

## **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.

## **STAY ARRANGEMENT**

Stay arrangement will be made in the hostel of the V. V. Giri National Labour Institute. The boarding and lodging for residential participants will be provided from the afternoon of February 11, 2024 till the forenoon of February 15, 2024. For extended stay or early arrival, lodging & boarding charges would be borne by the participants

## **PROGRAMME FEE**

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

Rs. 14000/+18% GST per residential participant on double occupancy basis.

Rs. 12000/+18% GST per non- residential 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	: Union Bank of India
Address of the Bank	: Noida , Sector-35
A/C Number	: 520141001056979
Type of Account	: Saving Account
MICR cord	: 110020029
NEFT/ IFSC code	: UBIN0908339
Pan Card No.	: AAAAV5227F
GST No	: 09AAAV5227F1ZI

## **COURSE DIRECTOR**

Dr. Shashi Bala

Besides the VVGNI faculty, eminent speakers from Industry, Universities and other academic institutions will also be invited to interact with the participants.



## **COMMUNICATIONS**

All communications should be addressed to:

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.

Mr. Nagesh Nitla  
Programme Officer  
V.V. Giri National Labour Institute  
Sector-24, Distt. Gautam Budh Nagar  
NOIDA – 201301 (UP)

Telephone: 0120-2411533-35  
Prog Section. 0120- 2411471  
Website :[www.vvgnli.gov.in](http://www.vvgnli.gov.in)  
Email: [vvgnlitraining@gmail.com](mailto:vvgnlitraining@gmail.com),  
[vvgnlitraining1@gmail.com](mailto:vvgnlitraining1@gmail.com)

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

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

**Training Programme on Leadership Development Programme for Women Officials  
February 12-14, 2024**

**NOMINATION FORM**

Nominee's full name  
(In block letters) .....

Name of the organisation .....

Whether  
SC/ ST/OBC/General .....

Designation .....

Address (Office) .....

.....

Telephone (O).....(R) .....

Gst Number .....

email .....Mobile No.....

Single Occupancy/Residential/Non Residential (Put ✓ mark)

Date

(Signature)

**Mail to:**

All Correspondence should be addressed to:

Mr. Nagesh Nitla  
Programme Officer  
V.V.Giri National Labour Institute  
Post Box No. 68, Sector – 24  
NOIDA, Distt. Gautam Budh Nagar  
Uttar Pradesh – 201 301  
Telephone: 0120- 2411471, 2411533-35  
E-mail : vvgnlitraining1@gmail.com  
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