

No. PRG/CBP/26/18
July 04, 2018

Subject: Training Programme on Developing Leadership Skills of Women Trade Union Leaders/Organisers to be held from September 10-14, 2018 at VVGNI Campus, NOIDA

Dear Sir/Madam,

We are glad to inform you that the Institute would be organising a Training Programme on **Developing Leadership Skills of Women Trade Union Leaders/Organisers** from **September 10-14, 2018** at Institute's Campus, NOIDA.

This training programme has been exclusively designed for women trade union leaders/ organizers engaged in organisation building and for those who represent the unorganized sector. The programme will also impart knowledge to the participants about labour laws, development programmes and schemes. The programme will be conducted in Hindi/English. Programme details are given in the enclosed brochure.

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 05 women trade union leaders/organisers from your union. It may be ensured that those who have already attended Institute's earlier programmes are not nominated again. Because of limited number of seats, the Institute will be constrained to admit only 05 participants from one organisation on first-come-first serve basis and regret acceptance thereafter. You may kindly forward the names of the participants alongwith nomination forms duly filled in by the nominees. The last date for receiving nominations is August 28, 2018.

With regards,

Yours sincerely,

(Dr. H. Srinivas)

To:

All Central Trade Unions,

Training Programme on Developing Leadership Skills of Women Trade Union Leaders/Organisers

**September 10-14, 2018
VVG NLI Campus, NOIDA**



**V.V.Giri National Labour Institute
Sector – 24, Post Box No. 68
Distt. Gautam Budh Nagar, NOIDA
Uttar Pradesh- 201 301**

INTRODUCTION

The gains of development are believed to have been concentrated largely among the rural elite. Very little has been done to organise the rural workers who largely remain below the poverty line inspite of the planned development efforts of the government. The lack of awareness of the organised efforts to bring the unorganised rural workers together and educate them on the dynamics of forming trade unions, has been a major lacunae in the development of rural workers. The V. V. Giri National Labour institute is making efforts in this direction. The current programme is designed to help leaders from the unorganised sector to develop their leadership skills, so that they can become more effective and gain knowledge on varied aspect of women's work and lives.

AIM

The aim of the programme is to enhance leadership skills of women trade union Leaders.

OBJECTIVES

- :
- To develop skills and techniques of effective organisation building
 - To foster skills of effective leadership.
 - To acquaint the participants with the socio-economic and political changes in globalised economy.
 - To impart knowledge about labour laws, development programmes and schemes.

COURSE PROFILE

Basic understanding of leadership skills and impact on self and others, communication skills, decision making process, globalisation and its impact on labour

METHODOLOGY

Class room lectures, group discussions, simulation technique and role play.

PARTICIPATION LEVEL

Women Trade Union Leaders/Organisers from Central Trade Unions. We will appreciate if participants from reserved categories (SC/ST/OBC) are also nominated.

ELIGIBILITY

1. Participants should be above **18 years and below 60 years of age;**
2. Should be personally engaged at grass root level activities for at least past two years;
3. Should have working knowledge of Hindi & English

NOTE:

1. Please note that those who have already attended this programme are not to be nominated. If so, they shall be immediately sent back and no travel allowance will be reimbursed.
2. Spouse and family members are not allowed to stay in the Institute's hostel.
3. Only members of trade unions should be nominated. Please ensure that spouse or relatives of nominee, who are not member of trade union, should not be nominated.

PROGRAMME DATE

September 10-14, 2018

The programme commences at 10.00 a.m. on September 10, 2018 and will conclude in the afternoon of September 14, 2018.

VENUE

V.V.Giri National Labour Institute,
Sector-24, NOIDA- 201301,
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 V.V. Giri National Labour Institute. Accommodation will be on twin-sharing basis. The boarding and lodging will be provided by the Institute from the afternoon of September 09, 2018 till the forenoon of September 15, 2018. For extended stay or early arrival, lodging & boarding charges would be borne by the participants.

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 (Rs. 350/- for Delhi & NCR).
5. The Institute would reimburse travel expenses of the North Eastern participants for 3 tier AC Train fare from their place of work to NOIDA on production of ORIGINAL ticket for inward journey and for return journey, a photo copy of 3rd AC CONFIRMED ticket shall 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 inconvenience. The local conveyance to be reimbursed would be restricted to the actual expenditure incurred or Rs. 750/- whichever is less.
6. Officials entitled for higher class may claim their Travelling Allowance from their own organisation.
7. The participants are provided free of cost boarding and lodging only for the duration of the programme.

NOTE: **Participants are requested to book their return journey ticket in advance from their own place.**

COURSE DIRECTOR

Dr. Dhanya M. B.

LAST DATE FOR NOMINATIONS

The last date for receiving the nominations is August 28, 2018. Because of limited number of seats, we will be constrained to admit participants on first-come-first-serve basis and regret acceptance thereafter.

COMMUNICATION

All Correspondence should be addressed to:

The Consultant (Programme)
V.V. Giri National Labour Institute
Post Box No. 68, Sector – 24
NOIDA, Distt. Gautam Budh Nagar
Uttar Pradesh – 201 301
TELEPHONE: 2411534, 2411471
FAX NO. : 2411474, 2411536
STD 0120
e.mail: jkkaul.vvgnli@gov.in, vvgnlitraining@gmail.com

For details of our other programmes visit our website: www.vvgnli.gov.in

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

NOMINATION FORM

**Training Programme on Developing Leadership Skills of Women Trade Union
Leaders/Organisers**

September 10-14, 2018

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

IMPORTANT INSTRUCTIONS

- This programme is for district level labour leaders/organisers actively engaged in organising rural workers.
- 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 : _____

UNION MEMBERSHIP DETAILS

5. (a) Name of the Trade Union : _____
Organization : _____
(b) National Affiliation : _____
: _____
6. Status in the Organization : _____
7. Address for Correspondence: _____
(In block Letters) : _____

Telephone -----e.mail-----

8. Have you attended any : _____
programme from this Institute?
If yes, give details. _____

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:

The Consultant (Programme)
V.V. Giri National Labour Institute
Post Box No. 68, Sector – 24
NOIDA, Distt. Gautam Budh Nagar
Uttar Pradesh – 201 301

Telephone: 0120- 2411533-35

Fax No. : 0120- 2411471

Email : jkkaul.vvgnli@gov.in, vvgnlitrainingvvgnli@gmail.com

