

No. PRG/IRP/17  
March 06, 2017

**Subject: - Training Programme on Behavioural Skills for Developing Effective Leadership from May 08-12, 2017 at VVGNLI Campus, NOIDA**

Dear Sir/Madam,

We are glad to inform you that the Institute is organising a Training Programme on Behavioural Skills for Developing Effective Leadership from May 08-12, 2017 at VVGNLI Campus, NOIDA.

The programme is specifically designed for Plant Level Trade Union Leaders. The programme will discuss the concept of motivation, leadership and commitments of others in organisational process for achieving organisational goals. It will also involve learning procedures and skills which will help in realising set organisational goals and objective in a systematic manner. The programme details are given in the enclosed brochure.

We hope you will find this programme useful for your employees and would like to nominate employees from your organisation to participate in this programme. Kindly send us your nominations alongwith programme fee latest by April 24, 2017.

With regards,

Yours sincerely,

**(Manish Kumar Gupta)**

**Training Programme  
on  
Behavioural Skills for  
Developing Effective Leadership**

**May 08-12, 2017  
V.V. Giri National Labour Institute  
NOIDA**



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

## **INTRODUCTION**

Leadership is a *sine qua non* for sustaining any organisation. Leadership is acquired in the process of learning. The process involves molding behaviour in certain manner to mobilise, motivate and commit others in the organisational process of achieving certain goals. It also involves learning procedures and skills which help in realising set organisational goals and objectives in a systematic manner.

## **AIM**

To enhance personal and collective skills needed for effective leadership by way of experiential learning for individual and group leadership.

## **OBJECTIVES**

- To enhance effective leadership skills;
- To sharpen communication skills;
- To acquaint with motivational styles;
- To strengthen consensus building;
- To enhance skills for decision making process; and
- To inculcate negotiating skills.

## **COURSE PROFILE**

Role of leadership in personal and organisational development, behavioural styles, communication process, leadership through emotional intelligence, decision making processes, managing teams and motivating self and team

## **METHODOLOGY**

Experience based learning through the following processes individual v/s collective processes: communication process, leadership through emotional intelligence, decision making internalizing, applying and sustaining effective leadership.

## **PARTICIPANT'S PROFILE**

Plant level representatives of Trade Unions / Associations/ Federations from government establishments, public and private sector undertakings.

## **DATE AND DURATION**

**May 08-12, 2017**

This is a residential programme. The programme will commence on May 08, 2017 at 10.00 a.m. and will conclude on May 12, 2017 after lunch.

## **PROGRAMME FEE**

Rs. 18, 000/- per residential participant  
Rs. 15,000 per non-residential participant

Course fee is payable in advance by demand draft drawn in favour of V.V. Giri National Labour Institute, payable at New Delhi. The fee is not refundable once the nomination is accepted. The non-residential fee includes programme kit, reading material, lunch & refreshments.

## **VENUE**

V.V.Giri National Labour Institute,  
Sector-24, NOIDA- 201301,  
Distt. Gautam Budh Nagar  
Uttar Pradesh

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 VVGnLI, Noida. .

## **STAY ARRANGEMENT**

For residential participants lodging and boarding will be arranged from the afternoon of May 07, 2017 till the forenoon of May 13, 2017. Accommodation will be on twin sharing basis. For extended stay or early arrival, lodging & boarding charges would be borne by the participants.

## **LAST DATE**

The last date for receiving the nominations is April 24, 2017. Because of limited number of seats, we will be constrained to admit participants on first-come-first-serve basis and regret acceptance thereafter.

## **COURSE DIRECTOR**

Dr. Poonam S. Chauhan, Senior Fellow  
Beside VVGnLI faculty, guest faculty would be drawn from practitioners in the field.

**Communication**

J. K. Kaul

Consultant (Programme)

V.V.Giri National Labour Institute

Post Box. No. 68, Sector-24

Noida- 201301

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**V.V. Giri National Labour Institute  
NOIDA**

**NOMINATION FORM**

**Training Programme on Behavioural Skills for Developing Effective Leadership  
May 08-12, 2017**

Nominee's Full Name \_\_\_\_\_  
(in block letters) \_\_\_\_\_

Name of the Organisation \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_ e-mail \_\_\_\_\_

Aadhar No.. \_\_\_\_\_

Residential/Non Residential (Put  mark)

Date:

Signature

Mail to:

J. K. Kaul  
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e.mail : jkkaul.vvgnli@gov.in

## **SCHEDULED TRAINING PROGRAMMES FOR THE MONTH OF MAY, 2017**

### ***(PAID PROGRAMME)***

- 1. Training Programme on Behavioural Skills for Developing Effective Leadership for Plant level representatives of Trade Unions / Associations/ Federations from government establishments, public and private sector undertakings from May 08-12, 2017 at VVGnLI Campus, NOIDA**

### ***(OTHER PROGRAMMES)***

- 2. Training Programme on Strengthening Awareness on Labour Issues for Women Workers of CTUOs and NGOs from North Eastern States during May 01-05, 2017 at VVGnLI Campus, NOIDA**
- 3. Training Programme on Social Protection and Livelihood Security for Trade Union Leaders from Central Trade Unions, NGOs and Government Representatives from North Eastern States during May 15-19, 2017 at VVGnLI Campus, NOIDA**
- 4. Training Programme on Globalisation, Changing Employment Relations and Labour Administration for Senior and middle level labour administrators of Central and State Governments/UTs from May 22-25, 2017 at VVGnLI Campus, NOIDA**
- 5. Course on Research Methods in Labour Studies for University/College Teachers and Research Scholars during May 29-June 09, 2017 at the Institute's Campus, NOIDA.**
- 6. Training Programme on Social Security for Workers in the Unorganised Sector from Central Trade Unions to be held from May 29-June 02, 2017 at VVGnLI Campus, NOIDA**