

## V. V. Giri National Labour Institute, INDIA

**International Training Programmes to be conducted under the ITEC/SCAAP Programme of Ministry of External Affairs, Govt. of India for the year 2017-18**

<b>S. No.</b>	<b>Name of Course</b>	<b>Date</b>	<b>Course Director</b>
1	International Training Programme on Skill Development and Employment Generation	September 04-22, 2017	P. Amitav Khuntia
2	International Training Programme on Leadership Development	October 3-20, 2017	Poonam S. Chauhan
3	International Training Programme on Labour & Employment Relations in a Global Economy	November 06-24, 2017	S. K. Sasikumar
4	International Training Programme on Gender Issues in Labour	December 4-22, 2017	Shashi Bala
5	International Training Programme on Social Protection in a Globalised Economy	January 8-25, 2018	Otojit Kshetriymayum
6	International Training Programme on Research Methods in Labour Studies	February 5-23, 2018	S.K.Sasikumar
7	International Training Programme on Health Security and Protection of Workers	March 5-23, 2018	Ruma Ghosh

## INDIVIDUAL COURSE DETAILS

### International Training Programme on Skill Development and Employment Generation

<b>AIM</b>	Generating more and better quality of employment is a common challenge faced by the countries world over. The challenge is more pronounced in case of developing countries with large informal economy and with problems of unemployment and underemployment. To face these challenges, governments are putting increasing emphasis on enhancing the skill level of its population in general and that of labour force in particular to increase their employability and to facilitate them to get decent employment. The 2030 agenda for sustainable development also emphasizes the same
<b>OBJECTIVES</b>	<ul style="list-style-type: none"><li>• Understand the linkage between vocational education and skill training with growth and employment;</li><li>• Acquire knowledge about the vocational educational and training systems around the world and about its various components</li><li>• Understand the challenge of employment generation and designing appropriate active labour market and skill development policies to meet those challenges</li></ul>
<b>COURSE PROFILE</b>	Growth and Employment – Interlinkages between Vocational Education and Skills Development, Skill Development Initiatives from International and Indian Perspectives, Promoting Youth Employment through Vocational Training and Skills <i>Development</i> , Demographic Dividend and the Youth Bulge: Implications for Employment Policy, Role of Trade Unions in Skills Development, Growth and Employment – Interlinkages between Vocational Education and Skills Development, Employment Challenges in the informal Sector with special reference to Skill Development , An Overview of Vocational Training System in India, Promoting Women Employment through Vocational Training and Skills Development, Public Sector Interventions for Skills Development: Best Practices, Vocational Training & Skills: Development: International Trends and Regional Development, Planning, Designing & Implementing Vocational Training Programmes, Formulating National Policy on Skills Development, Skill Development of informal Women Workers, Challenges of Job and Skill in Indian Economy: Issues and Perspectives, Linking Skill Development to Industry Needs – How to Conduct Skill Gap Analysis? ,Managing Vocational Education and Skill Training

	Projects: Key Issues, Leading Employment Generation Programmes, Role of Industry in Skill Development, Labour Market Information System: Concepts, Data Requirement, and Usage , Promoting Youth Employment through Vocational Training and Skills Development, Fostering Investment by Private Sector in Vocational Training, Skills for Self Employment and Entrepreneurship
<b>METHODOLOGY</b>	Lectures, Interactive Sessions, Discussions and Case Studies
<b>PARTICIPATION LEVEL</b>	Govt. Officials, Officials involved with implementation of vocational education and skill training programmes, trainers and instructors, research institutes, organizations/institutions involved in imparting vocational education and training.. This programme is for foreign nationals sponsored by Ministry of External Affairs, Govt. of India
<b>FACULTY</b>	Apart from internal faculty, other eminent experts working in the field.
<b>DATE</b>	September 04-22, 2017
<b>VENUE</b>	V.V. Giri National Labour Institute, Noida, India
<b>Course Director</b>	Mr. Amitav Khuntia, p.amitav.vgnli@gov.in

## INDIVIDUAL COURSE DETAILS

### International Training Programme on Enhancing Leadership Skills

<b>AIM</b>	To develop understanding, aptitude and positive attitudes on leadership among participants of Developing Countries.
<b>OBJECTIVES</b>	<ul style="list-style-type: none"> <li>➤ Share and experience various leadership styles;</li> <li>➤ Provide insights into the leadership dynamics of inter-personal and inter-group relations;</li> <li>➤ Develop communication skills particularly focusing on effective articulation and listening;</li> <li>➤ Acquire skills for managing and resolving conflicts at work;</li> <li>➤ Develop positive attitudes towards work, superiors, peers and subordinate;</li> <li>➤ Sharpen behavioural skills and insights for supervision, coordination and motivation to the subordinates to enhance their effectiveness;</li> <li>➤ Appreciate changing labour market and employment relations scenario in the context of globalisation;</li> <li>➤ Examine different systems and approaches to labour administration;</li> <li>➤ Understand the concept and use of emotional intelligence; and</li> <li>➤ Acquire knowledge for managing time effectively.</li> <li>➤ Enhancing conflict management skills</li> </ul>
<b>COURSE PROFILE</b>	Leadership in globalised world; Leadership dynamics; Conceptual understanding of leadership ; Leadership style; Visionary leadership; Globalization and world market and labour; Motivational styles Communication skills; Developing positive attitude; Human Resource Management; Developing personal and organizational; effectiveness Conflict management; Intra and Inter Personal Relations; Stress management, leadership skills, India and its culture, emotional intelligence, personal effectiveness, goal setting
<b>METHODOLOGY</b>	The methodology is essentially participative and dialogical and makes full use of the total time at the disposal of the participants. Methods geared to meet the varying needs of the participants such as lectures, discussions, case studies, audio-visual aids, library and reading assignments, periodic assessment, country specific project work, field visits to industrial units will be used during the programme.
<b>PARTICIPATION</b>	Officials from government departments, institutions, representatives from employee/employers' organisations,

<b>LEVEL</b>	Executives from industrial and service sector and other officials connected with administrative work etc. This programme is for foreign nationals sponsored by Ministry of External Affairs, Govt. of India.
<b>FACULTY</b>	Eminent administrators, conciliators, advocates, experts, trade union leaders, senior executives and academicians will be available as resource persons besides the Institute's highly qualified and experienced inter- disciplinary core faculty
<b>DATE</b>	October 03-20, 2017
<b>VENUE</b>	V.V. Giri National Labour Institute, Noida, India
<b>Course Director</b>	Dr. Poonam S. Chauhan <i>poonamchauhan.vvgnli@gov.in</i>

## INDIVIDUAL COURSE DETAILS

### **International Training Programme on Labour and Employment Relations in a Global Economy**

<b>AIM</b>	This course aims at enhancing the understanding and capabilities of social partners involved with social and economic policies in effectively managing labour and employment relations in a globalizing economy.
<b>OBJECTIVES</b>	<ul style="list-style-type: none"><li>▪ Understand and appreciate the changing labour market and employment relations scenario in the context of globalization;</li><li>▪ Acquire knowledge about the changing role of social partners in the context of transformations in the world of work;</li><li>▪ Learn and share experiences on new forms of labour management practices;</li><li>▪ Develop positive attitude towards work, superiors, peers and subordinates; and</li><li>▪ Sharpen behavioural skills and insights for supervision, coordination and motivation.</li></ul>
<b>COURSE PROFILE</b>	Globalisation and Labour Market Outcomes; Globalisation and Changing Employment Relations; Strengthening Labour Market Information; Labour Laws: Recent Trends; Case Studies on New Labour-Management Practices; Labour in Informal Sector; Gender Issues in Labour; Labour Migration; Social Security for Labour; Child Labour; Skill Development; Behavioural Skills like Leadership, Communication and Creativity; Project Reports by Participants
<b>METHODOLOGY</b>	The course will essentially be participative. Different methods to be employed for learning will include: lectures, group discussions, case studies, preparation and presentation of country specific project and study tours
<b>PARTICIPATION LEVEL</b>	Senior and Middle Level Functionaries from Government, Employers' Associations, Trade Unions and Institutions involved with labour and social policy. Participants must also have a working knowledge of English. This programme is for foreign nationals sponsored by Ministry of External Affairs, Govt. of India

<b>FACULTY</b>	Besides the Institute's highly qualified and experienced inter disciplinary core faculty, eminent administrators, conciliators, advocates, experts, trade union leaders, senior executives and academicians will act as resource persons.
<b>DATE</b>	November 06-24, 2017
<b>VENUE</b>	V.V. Giri National Labour Institute, Noida, India
<b>Course Director</b>	Dr. S.K. Sasikumar sasikumarsk2.vgnli@gov.in

## INDIVIDUAL COURSE DETAILS

### **International Training Programme on Gender Issues in the World of Work**

<b>AIM</b>	To address and strengthen the understanding of gender issues in labour market and to enhance the understanding of gender and women labour issues to develop appropriate corporate policies.
<b>OBJECTIVES</b>	<ul style="list-style-type: none"><li>• To discuss the key concepts and approaches related to gender.</li><li>• To develop the capacity of the participants to achieve gender equity.</li><li>• To look into gender dimensions of key labor market Indicators</li><li>• To analyze existing policies through gender lens.</li><li>• To identifying the equality and access issues in the labour market participation.</li><li>• To provide awareness regarding various labour laws pertaining to women.</li></ul>
<b>COURSE PROFILE</b>	<ul style="list-style-type: none"><li>• Concepts related to gender, access to quality education, unpaid care work, decent work, affirmative policies, preventing gender based violence , inclusive growth, gender equity , gender parity ,gender statistic e.t.c.</li></ul>
<b>METHODOLOGY</b>	The methodology is essentially participative and dialogical and makes full use of the total time at the disposal of the participants. Methods geared to meet the varying needs of the participants such as lectures, discussions, case studies, audio-visual aids, library and reading assignments, periodic assessment, country specific project work, field visits to industrial units will be used during the programme. Besides the Institute's highly qualified and experienced inter-disciplinary core faculty, eminent administrators, conciliators, advocates, experts, trade union leaders, senior executives and academicians will be available as resource persons.
<b>PARTICIPATION LEVEL</b>	Officials from Government Departments, Institutions, Representatives from Employee/Employers' organisations, Executives from industrial and service sector/NGOs etc This programme is for foreign nationals sponsored by Ministry of External Affairs, Govt. of India



<b>FACULTY</b>	Apart from internal faculty, other eminent experts working in the field.
<b>DATE</b>	December 04-22, 2017
<b>VENUE</b>	V.V. Giri National Labour Institute, Noida, India
<b>Course Director</b>	Dr. Shashi Bala balashashi.vvgnli@gov.in

## INDIVIDUAL COURSE DETAILS

### **International Training Programme on Social Protection in a Globalised Economy**

<b>AIM</b>	The aim of the programme is to familiarize the participants with the effective social security programmes and to develop techniques and strategies for initiating micro-level social security network.
<b>OBJECTIVES</b>	<ul style="list-style-type: none"><li>• To acquaint with concepts of social protection</li><li>• To familiarize with the social protection programmes</li><li>• To examine social protection from global perspective</li><li>• To familiarize with different micro level social security experiments</li><li>• Techniques and strategies for initiating micro-level social security network.</li></ul>
<b>COURSE PROFILE</b>	Social Security and Informal Sector Workers; Identifying problem and issues of social security; Programmes and Schemes for development; Social security for the informal sector – The Legal Nets; Techniques and strategies for initiating micro-level social security network; Capacity building for social security; Communication skills for mobilization; Sharing Micro level Experience of Social Security Practices; Action Plan
<b>METHODOLOGY</b>	The methodology is essentially participative and dialogical and makes full use of the total time at the disposal of the participants. Methods geared to meet the varying needs of the participants such as lectures, discussions, case studies, audio-visual aids, library and reading assignments, periodic assessment, country specific project work, field visits to industrial units will be used during the programme. Besides the Institute's highly qualified and experienced inter-disciplinary core faculty, eminent administrators, conciliators, advocates, experts, trade union leaders, senior executives and academicians will be available as resource persons.
<b>PARTICIPATION LEVEL</b>	Government Officials, Representatives of Civil Society Organisations, Officials from employers'/employees organisations, institutions and industries, service sector/NGOs etc. This programme is for foreign nationals sponsored by Ministry of External Affairs, Govt. of India.

<b>FACULTY</b>	Apart from internal faculty, other eminent experts in the field.
<b>DATE</b>	January 08-25, 2018
<b>VENUE</b>	V.V. Giri National Labour Institute, Noida, India
<b>Course Director</b>	Mr. Otojit Kshetrimayum otojit.vgnli@gov.in

## INDIVIDUAL COURSE DETAILS

### International Training Programme on Research Methods in Labour Studies

<b>AIM</b>	The course provides an opportunity for researchers and practitioners pursuing/intending to pursue research on labour studies to go through a rigorous and interactive exercise in conce
<b>OBJECTIVES</b>	<ul style="list-style-type: none"><li>• Understand various concepts and theories related to labour;</li><li>• Provide an overview of the labour scenario of the world in general and developing countries in particular;</li><li>• Obtain deeper understanding of the emerging issues in employment and labour in the context of globalization;</li><li>• Understand and apply various research methods and techniques relevant to labour studies;</li><li>• Acquire knowledge about different sources of data on labour; and Sharpen the knowledge and skills on computer applications in labour research</li></ul>
<b>COURSE PROFILE</b>	Conceptualising Labour; Theoretical Approaches to Labour Studies ; Emerging Nature and Characteristics of Labour Markets ; Methods in Labour Research; Conducting Field Surveys ; Sources of Data on Labour; Computer Applications in Labour Research; Preparation of Project Reports
<b>METHODOLOGY</b>	Lectures, Interactive Sessions, Discussions and Case Studies
<b>PARTICIPATION LEVEL</b>	Researchers from universities/colleges/research institutions and professionals in government organizations pursuing/intending to pursue their interests in labour research and policy will form the expected group of participants. This programme is for foreign nationals sponsored by Ministry of External Affairs, Govt. of India. Participants must also have working knowledge of English.
<b>FACULTY</b>	Faculty members from the Institute and external faculty from leading universities and major research institutions.
<b>DATE</b>	February 05-23, 2018
<b>VENUE</b>	V.V. Giri National Labour Institute, Noida, India
<b>Course Director</b>	Dr. S.K. Sasikumar sasikumarsk2.vvgnli@gov.in

## INDIVIDUAL COURSE DETAILS

### **International Training Programme on Health Security and Protection of Workers**

<b>AIM</b>	Market-oriented reforms in the health sector have led to low efficiency of resource allocation and utilization, increasing inequality as well as reducing the ability of the poor to access health care services. This situation creates greater health vulnerability for those who are at greater risk of disease but not under the cover of social protection, such as workers in the informal economy.
<b>OBJECTIVES</b>	<ul style="list-style-type: none"><li>• To identify health risks and insecurities of workers</li><li>• To understand the issue of health protection and promotion at workplace</li><li>• To understand the impact of changes in the health care system and health financing</li><li>• Understand the need for Universal Health Coverage.</li></ul>
<b>COURSE PROFILE</b>	<ul style="list-style-type: none"><li>• Universal access to adequate health protection, with priority attention to be paid to those lacking access to basic social safety nets, including the unemployed and those in informal work.</li><li>• Addressing issues relating to the ILO Convention 102 on Social Security (Minimum Standards) - health care, family benefits, sickness, unemployment, old age, invalidity, employment injury, maternity, and loss of a breadwinner. Addressing issues with regard to the privatisation of health protection schemes and the decreasing involvement of the social partners with regard to health benefits.</li></ul>
<b>METHODOLOGY</b>	Lectures, group discussion, case studies, audio-visuals, documentaries and behavioural science exercises
<b>PARTICIPATION LEVEL</b>	Senior and middle level functionaries from Government, Trade Unions, Employers' organizations and Industries who are working on health issues. This programme is for foreign nationals sponsored by Ministry of External Affairs, Govt. of India
<b>FACULTY</b>	Institute's own faculty members and eminent experts in the area
<b>DATE</b>	March 05-23, 2018
<b>VENUE</b>	V.V. Giri National Labour Institute, Noida, India
<b>Course Director</b>	Dr. Ruma Ghosh rumaghash.vvgnli@gov.in

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**INTERNATIONAL TRAINING PROGRAMMES 2017-18  
PROCEDURES & GUIDELINES**



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

**Sector – 24, Noida**

**District Gautam Budh Nagar**

**NOIDA-201301, Uttar Pradesh**

**INDIA**

**[Jkkaul.vvgnli@gov.in](mailto:Jkkaul.vvgnli@gov.in), [www.vvgnli.gov.in](http://www.vvgnli.gov.in)**

# V.V.Giri National Labour Institute NOIDA, INDIA

## INTERNATIONAL TRAINING PROGRAMMES 2017-18

### AIRPORT PICK UP

- All the participants are required to send their flight information (flight No., date and time of arrival at New Delhi Airport ) well in advance to arrange their airport pickup. A person with name play card will receive you at airport, Gate No. 4, terminal 3. The participants are requested that they should not EXIT from any other gate. Participants are requested to make note of it. In case of any problem, kindly contact the Institute's Travel Agency, viz. Mr. Nand Kumar M: 9811333930. In case you don't receive any response from the Travel Agency, you can also contact Institute's Transport coordinating officer Shri V.K. Sharma (M: 9213102817) or Mr. H. S. Rawat, Administrative Officer (9911361290 ).
- Delayed information may cause you inconveniences and you may have to arrange your own transportation from airport to this institute at your own cost. The Indira Gandhi International airport, Delhi is around 40 kilometers from the Institute. In case the participants require, they can avail pre paid taxi from the Delhi airport. The approximate fare would be Rs. 1000/- to Rs. 1200/-. The participants should contact Institute Hostel Reception while making payment for taxi on their arrival.

### HOW TO APPLY

- International Training programmes are sponsored by Ministry of External Affairs, Govt. of India. All the expenses with regard to training i.e. to & fro air travel, tuition fee, accommodation, living allowance, etc. are funded by Govt. of India. The participants would also be provided reference/course books recommended by the Institute.
- **These programmes are exclusively for Foreign Nationals only.** The nominations for each programme are processed by Indian Missions in respective countries. The foreign participants interested in these programmes, may contact the Indian Mission in their country for nominations. **The Institute do not entertain any direct nominations for these programmes.**
- Applicants are required to submit the prescribed ITEC/SCAAP Form to the nodal/designated Government Department/Agency of candidate's country. Participants are advised to submit their dully filled nomination forms to the Indian

Mission in their respective countries. The Institute does not entertain nominations directly.

- Nodal/designated Department/Agency is, in turn, required to forward the applications to the Embassy/High Commission of India, accredited/concurrently accredited to the nominating country.
- Participants are specially requested to indicate their E-Mail id, telephone and fax numbers in the nomination form.
- For airport reception, flight information may be sent to the Institute well in advance.
- Participants are requested to keep four photo copies of their passport & passport size photo, ticket etc.

### **GENERAL INFORMATION**

- Applications should reach the Embassy/High Commission of India at least **03 months** before the commencement of the Course.
- Upon selection, the Embassy/High Commission of India will inform the nodal/designated Department/Agency of the nominating country and the candidate.
- Selected candidates are required to familiarize themselves fully with the living conditions in India and about the Institute through the Institute's website.
- Decision regarding acceptance of applications/nominations rests solely with the Ministry of External Affairs, Government of India.
- For any further information/clarification, applicants are requested to contact the concerned Embassy/High Commission of India.

### **GENERAL CONDITIONS**

- Participants are required to conduct themselves with discipline and abide by rules, regulations and guidelines as stipulated by both the nominating Government and the Government of India.
- Participants are required to complete the training Course.
- Participants are to refrain from engaging in any political activity and/or any form of employment for profit or gain.
- Participants are not allowed to bring along their spouses or families for the duration of the Course.
- Participants are required to return to their countries upon completion of the training Course.



## **ACCOMMODATION:**

The participants will be provided accommodation at the hostel of the Institute in the campus. Single AC rooms with attached bathrooms consisting of modern sanitary fittings with cold and hot water supply are provided to the participants. The size of the room is 12 ft.x15 ft.. The rooms are air-conditioned. Two full size wall mount almirahs are also provided with locking facility in each room.

## **FOOD**

The hostel mess is run by professional and experienced catering agency which can provide Indian, continental, chinese food.

## **FACILITIES PROVIDED IN THE ACCOMMODATION**

In the hostel, we have computer centre with internet facility. Laundry services is also available in the Institute on payment basis.

## **RECREATION AVAILABLE WITH ACCOMMODATION**

All the rooms are provided with colour TV having all major cable channels. The hostel also has a state of art gym room of international standard consisting of Treadmills, Recumbent Bike, Cross Trainer, Shoulder Press, Leg Press Biceps Curl, Multi-Station Gym etc. Dedicated to fitness and good health. The facilities of outdoor and indoor games are also available in the campus.

The Institute has a library in the campus consisting of 60,000 books and also subscribes 260 professional national and international journals. All the participants are provided daily newspapers by the Institute . There is a separate reading room also in the library. There is also computer internet facility in the library. All the participants are allowed to issue books from the library during the training period.

## **CLEANLINESS/HYGIENE**

The hostel housekeeping has been outsource to a professional housekeeping agency, who have experienced and skilled housekeeping staff for housekeeping. The agency has also deputed a qualified housekeeping supervisor. The Asstt. Administrative Officer of the Institute supervises the hostel housekeeping work daily. It is at par with international standard.

## **MEDICAL FACILITY**

Participants selected for training Courses are expected to be medically fit. Government of India will bear medical expenses only in case of medical emergency during their training in India.

The Institute has empanelled a medical Doctor, who visits every Tuesday and Friday in the Institute. He is also available in case of any emergency or immediate medical attention.

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**Proforma for ITEC/SCAAP Courses –2017-18**

<b><u>Name of the Institute:</u></b> V.V. Giri National Labour Institute Sector-24, NOIDA, Distt. Gautam Budh Nagar Uttar Pradesh, INDIA PIN CODE: 201301 Tel: 2411471, 2411533-34-35 Fax: 2411474, 2411536,2411471 Code: 91 0120 Wessite <a href="http://www.vvgnli.gov.in">www.vvgnli.gov.in</a>	<b><u>Head of the Institute</u></b> Mr. Manish Kumar Gupta Director General Tel.No. 2411470 Fax: 2411474 <b>Code: 91 0120</b> e.mail: <a href="mailto:directorgeneralvvgnli@gmail.com">directorgeneralvvgnli@gmail.com</a>
	<b><u>ITEC Coordinator</u></b> Mr. J.K. Kaul Consultant (Programme) Tel & Fax: 2411471 <b>Code: 91 0120</b> E.mail: <a href="mailto:jkkaul.vvgnli@gov.in">jkkaul.vvgnli@gov.in</a>

**24 Hours emergency contact numbers/after office/holidays**

Name: Mr. V.K. Sharma, Asstt. Administrative Officer Tel: 2411533 / Ext. 219  
Mobile: 9213102817