

Training Programme on Soft Skills for Managerial Personnel

(February 11-15, 2019)

Background

When it comes to skills in employment, the first line of emphasis is typically towards abilities, training and knowledge of specific skill sets referred to as hard skills. Soft skills are often overlooked, but they also play an important role in day-to-day operations. Soft skills is a synonym for "people skills" and are very important indicator of success. Soft skills are a blend of interpersonal, communication and social intelligence skills that are in high demand across all industries and jobs. A strong foundation of communication skills, planning, leadership, teamwork, attention to detail, and critical thinking are critical in today's world of work. The training programme aims to enhance the knowledge of participants in communication skills, leadership, Personal, Interpersonal and Professional skills and creativity.

Objectives

- The main objectives are to help participants:
 - Develop effective communication skills (spoken and written).
 - Develop effective leadership skills.
 - Become self-confident individuals by mastering inter-personal skills, interpersonal and professional skills.
 - Develop all-round personalities with a mature outlook to function effectively in different circumstances.

Contents

Communication Skills, Leadership Skills, Personal Skills, Interpersonal Skills and Professional Skills

Pedagogy

Class room lectures, Group Discussion, Case Studies and Role Play

Duration

February 11-15, 2019

Who should apply?

Officers from ministries/Govt.departments/universities/academic institutions.

Programme Fee

Rs. 32,000 per participant which includes institutional fee, single-room accommodation in the campus, food, course material etc. This does not include any other cost such as travel, pick up from and drop at the Airport/Railway Station/Bus stop etc.

Contact Persons

Dr. Ruby Dhar Coordinator, ruby.dhar@nic.in, 011-27787215 Extn 145

Dr. Anita Kakkar , Co-coordinator, anitakakkar2004@yahoo.co.in, 011-27787215 Extn -181

National Institute of Labour Economics Research and Development
Sector A - 7, Plot No. 25, Institutional Area, Narela
Delhi – 110040

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Application Form

1. Name of Candidate :
(in Block Letters)
2. Gender : : Male/Female
3. Age :
4. Designation :
5. Work Experience:

Position Held	Duration	Name of the Institute	Nature of Assignment

6. Educational Qualification:

Degree	Year	Name of University/ Department

7. Mailing Address:

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8. Official Address

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9. State how the training programme relates to your current/future roles and responsibilities? (Attach separate sheets if necessary)

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10. Undertaking:

I, certify that the statements made by me in this form are true, complete, and correct to the best of my knowledge and belief.

Signature of Applicant.....

Name

Designation.....

Completed Application Form should reach the following address before 10 days of the commencement of the Programme.

Dr. Ruby Dhar
Course Coordinator
National Institute of Labour Economics Research and Development
Sector A - 7, Plot No. 25, Institutional Area, Narela
Delhi – 110040
ruby.dhar@nic.in

Date :

Place:

Mode of Payment

Cheque/Bank Draft in favour of the “National Institute of Labour Economics Research and Development, Payable at Delhi”

NEFT Transfer

Account Name: National Institute of Labour Economics Research and Development

Name of the Bank: Corporation Bank, Narela Branch, New Delhi-110040

Account No.: 520101222575677

IFSC Code: CORP0000586

MICR No.: 110017043

In case programme is cancelled the fee paid will be reimbursed. Please provide following details for the same.

Name of the Bank:

Account No.:

IFSC Code ;

MICR Code