

Dear Sir/Madam,

Greetings from Vishwa Yuvak Kendra!

As you are aware, **Vishwa Yuvak Kendra (VYK)** is one of the pioneering organisations of India and consistently working for in the area of youth development for over five decades. VYK is a model centre for orienting the nation's youth and make them responsible citizens equipped with requisite concepts and leadership qualities, so that they can contribute to the task of nation building and act as agents of socio-economic transformation.

Since inception, VYK has organized more than 1000 In-house and State Level Programmes, which have seen a direct participation of nearly 1 lakh youth.

Leadership is defined as 'the process in which an individual influences the group of individuals to attain a common goal'. The goal is attained by mutual cooperation and cohesive behavior. A leader infuses a sense of positivity in others and directs them to reach the specified goal. To enhance the leadership qualities of the professionals and individuals of the society, Vishwa Yuvak Kendra is organizing a **Training Programme on "Leadership and Communication Skills" during 11-13 December, 2018.**

The programme is rigorously developed and will be addressed by experts in the field. Interactive methods will be used in the programme to make it stimulating, participatory, enjoyable and full of learning.

The training will be helpful to beginners as well as professionals who want to make difference in their life.

Highlights of the Programme:

- Improving motivation, self-confidence and self-control
- Handling difficult people and managing conflict situations
- Planning, prioritising and delegating tasks: Effective time management skills
- Communicating goals with greater clarity and confidence
- Difference between leadership and management, and how to become good at both
- Creating and sustaining Positive Work Atmosphere
- Communicating in a clear, convincing and persuasive manner
- Eliminating misunderstandings in communication
- Differences between proper and improper use of humour and office banter
- Constructive Criticism
- Proper usage of praise and appreciation

In this context, you/your representatives are being invited to attend the programme. We are not only hopeful but quite sure that you will grab this opportunity and avail the benefits of the event.

You are kindly requested to note the following:

- Each eligible participant would be required to pay **Rs.1770/- (Rs.1,500 + GST 18% i.e Rs.270)** towards registration fee through ***Demand Draft or NEFT/RTGS/IMPS/ in favor of Vishwa Yuvak Kendra, Delhi (Bank Name : The Federal Bank Ltd, New Delhi VYK Extension Branch, Saving Account No. 15230100020938, IFSC Code : FDRL0001523, MICR No: 110049002).***

- The participants would be provided free lodging at our dormitories (separate for male and female) from 10 December, 2018 afternoon to 14 December, 2018 afternoon. The food would also be served during the programme without any additional charges.
- **The participants who will come before the mentioned date and depart after the described date i.e. 10 December, 2018 afternoon and after 14 December, 2018 afternoon, have to make extra payment as per Kendra's rule for food and accommodation.**
- The programme would commence with registration at 9.00am on 11 December, 2018 and will be concluded at 5.00pm on 13 December, 2018
- Travel expenditure will be borne by the participants.
- The medium of instruction will be English and Hindi.
- The registration fee will neither be refunded nor be adjusted against any other programme.

The participants are requested to report at the reception of Vishwa Yuvak Kendra latest by 9.00 A.M on 11 December, 2018. The venue of the training programme will be Vishwa Yuvak Kendra, Pt. Umashankar Dikshit Road, Teen Murti Marg, Chanakyapuri, New Delhi-110021.

In case of any query you may contact the **Programme Coordinator, Mr Praveen Kumar Sharma** on +91-**8130344552** or office phone number 011-23013631

Please send the filled application form (**Enclosure**) to confirm the participation of the candidate from your organization along with the demand draft, **latest by 25 November, 2018.**

In anticipation of your favorable response,

Thanking you,
With warm regards,

Yours sincerely,

Praveen Kumar Sharma
Programme Officer
Vishwa Yuvak Kendra
Pt. Uma Shankar Dikshit Road,
Teen Murti Marg, Chanakyapuri
New Delhi – 110 021
Email: praveensharma@vykonline.org
Mobile: **+91-8130344552**



Training Programme on “Leadership and Communication Skills” 11-13 December, 2018

APPLICATION FORM

(PLEASE FILL UP THE PARTICULARS IN BLOCK LETTERS)

1. Name of the Participant: _____

2. Age: _____ Sex: Male Female

3. Educational Qualification: _____

4. Occupation (with designation): _____

5. Name and address of the organization/Institution: _____

PIN _____ Phone No: _____ E-mail: _____

6. Years of experience: _____

7. Reason for participating in Training Programme: _____

8. Whether participated in Kendra programme before (Yes/No) _____

9. Online/ DD No/Cash. _____ Dated _____ Amount Rs. _____

(Signature of the sponsoring organization)

(Signature of the participant)

(If sponsored by an organization, please attach copy of the letter with the application)

- Please note
1. Only confirmed participants allowed to participate.
 2. Send E-mail or use this form while forwarding application.

NEFT/RTGS DETAILS

NAME : VISHWA YUVAK KENDRA

BANK NAME : THE FEDERAL BANK LTD

ACCOUNT NUMBER : 15230100020938

TYPE OF ACCOUNT : SAVINGS

BRANCH ADDRESS : CONNAUGHT CIRCUS EXTENSION COUNTER
VISHWA YUVAK KENDRA
CIRCULAR ROAD, CHANAKYAPURI
NEW DELHI – 110 021

LOCATION OF THE BRANCH : NEW DELHI

IFSC CODE : FDRL0001523

MICR NO : 110049002