

Dated: 08-01-2013

CIRCULAR

The Directorate of Training is entrusted with the basic responsibility of conducting training programmes for various levels of officials/officers in various areas of administration. The Directorate has identified subjects relating to Personality Development. DoPT had sponsored a three-day training course on "Time Management, Work-Life Balance and Personality Development". The Course will commence on 13-03-2013 (Wednesday) and end on 15-03-2013 (Friday).

IMPORTANCE OF THE COURSE

The Training Course on Time Management, Work-Life Balance and Personality Development has been especially designed for the officers/staff who are facing difficulties to balance their office work and personal lives. It has been a well-established fact that at both the places i.e. the office and home conditions have an impact on each other. Due to increase in the responsibilities at office and at home front, a Govt. servant is required to be trained to maintain a balance and deal with the situation effectively. The Directorate of Training, UTCS through its carefully designed modules, look forward to train the officers and staff on effective time management and maintaining work - life balance.

TARGET BENEFICIARIES OF THE COURSE

The Course has been designed to benefit all middle / lower level functionaries in the Government, its local/autonomous bodies, public sector undertakings. Training Module / Learning Units are enclosed.

OBJECTIVES OF THE COURSE

At the end of the Course, the participants will be able to:

1. Define key concepts with Time Management.
2. Identify main obstacles to effective Time Management
3. Use techniques to build effective Time Management and
4. Maintain a Work-Life balance in their lives.

CONTENTS OF THE COURSE

1. Understanding Personality
2. Types of Personality Traits
3. Character & Growth of Personality
4. Positive Attitude and its Manifestations
5. Time and Management of Time
6. Time Management and Organization
7. Time Management and Planning
8. Time Management in Government Setup
9. Importance of Work-Life Balance
10. Values & Barriers in Work-Life Balance
11. Role of Employer/Employee in balancing Work and Life
12. Organizational benefits from Work-Life Balance

METHODOLOGY OF THE COURSE

The Course would be conducted by experts and experienced in the area of Time Management, Work - Life Balance and Personality Development. While lecture method would be generally followed, case studies, group discussions and documentaries may also be included in some sessions. The Course would be interactive and participants encouraged to raise questions and get their doubts cleared.

Handwritten notes and signatures on the left margin:

- 20/12/11
- DECA
- 177/DDIN / 18/1/13
- 4/7/13
- 809000
- 58/CDY / 12/01/13

- 12-1/2
3. Nomination letter along with bio-data of the participants in the format prescribed (enclosed) may be sent by 06-03-2013.
  4. Nominations received after 06-03-2013 may not be entertained.
  5. Outstation participants are requested to proceed for training only after receipt of confirmation of acceptance of nomination.

**OTHER INSTRUCTIONS**

1. Participants are expected to observe punctuality and regularity.
2. Participants are expected to keep their mobile phones 'on silent mode' during the training sessions.
3. Participants are expected to complete exercises/questionnaires, if any, distributed by the faculty during any training session and also fill up the feedback form.
4. Participants are expected to utilize the knowledge gained during the training for efficient discharge of their duties.
5. Participants may contact the undersigned for any information/clarification on training course.
6. Filled up Bio-data forms of nominated officials may be forwarded by department.
7. Bio-data form is available in the department's website [www.utcs.delhi@govt.nic.in](http://www.utcs.delhi@govt.nic.in) under 'Training'.
8. Contact/correspondence may be made on Phone No. 22303843, Fax No. 22303844 and through Email address [adtrg4utcs.delhi@nic.in](mailto:adtrg4utcs.delhi@nic.in)

(CATHERINE MATHAI)  
Assistant Director - IV (Trg.)  
Telefax No. 22303843

F.No. 8(1)5/2012-13/UTCS(TS-IV)/ 125 S- [42]

Dated: 08-01-2013

**Copy for information to:**

1. All HODs / Local / Autonomous Bodies and State Undertakings /Corporations with the request to encourage their officers to avail the benefit of this training.
2. Assistant Director (Training - V), Directorate of Training: UTCS for uploading on the website of the Department.

(CATHERINE MATHAI)  
Assistant Director - IV (Trg.)

**TRAINING MODULE ON TIME MANAGEMENT, WORK-LIFE BALANCE AND  
PERSONALITY DEVELOPMENT**

Name of the Package of Courses		Time Management, Work – Life Balance and Personality Development		
Duration of the Course		Three days (13-01-2013 to 15-01-2013)		
Number of Sessions		12 (Twelve)		
Training Branch		IV		
Name of Course Coordinator		Ms. Catherine Mathai, Assistant Director		
Enabling Objectives	Contents & Sequence	Method of Training	Training Material and aid	Performance Aid
<b>DAY - 1</b>				
<b>Session – I</b>	<b>Understanding Personality</b>			
	<ul style="list-style-type: none"> <li>- Definition</li> <li>- Experiences and Attitude</li> <li>- Habits and Attitude</li> <li>- Outlook and Attitude</li> </ul>	Lecture, PPT	Computer, Projector White Board etc.	Handouts (if required)
<b>Session – II</b>	<b>Types of Personality Traits</b>			
	<ul style="list-style-type: none"> <li>- Extroversion</li> <li>- Intuition</li> <li>- Thinking</li> <li>- Judgement</li> </ul>	Lecture, PPT	Computer, Projector White Board etc.	Handouts (if required)
<b>Session – III</b>	<b>Character &amp; Growth of Personality</b>			
	<ul style="list-style-type: none"> <li>- Traits and characteristics</li> <li>- Erik. Erickson . theory of Psycho social development.</li> <li>- Self Awareness and self esteem'</li> <li>- Self development</li> <li>- Motivation</li> <li>- Introspection</li> </ul>	Lecture, PPT	Computer, Projector White Board etc.	Handouts (if required)
<b>Session-IV</b>	<b>Positive Attitude and its Manifestations</b>			
	<ul style="list-style-type: none"> <li>- What is positive attitude</li> <li>- How positive attitude manifests</li> <li>(a) In thinking <ul style="list-style-type: none"> <li>- Constructive thinking</li> <li>- Creative thinking</li> </ul> </li> <li>(b) In outlook <ul style="list-style-type: none"> <li>- Faith</li> <li>- Hope</li> </ul> </li> <li>(c) In conduct <ul style="list-style-type: none"> <li>- confidence</li> <li>- Dynamism</li> </ul> </li> <li>(d) In action <ul style="list-style-type: none"> <li>- Steadfastness</li> <li>- Resolution</li> </ul> </li> <li>- Power to overcome negative thoughts</li> <li>- Power to overcome scepticism</li> </ul>	Lecture, PPT	Computer, Projector White Board etc.	Handouts (if required)

DAY - 2				
Session - V	Time and Management of Time			
	<ul style="list-style-type: none"> <li>- Understanding Time as Commodity</li> <li>- Understanding nature of Time Management</li> <li>- Tools &amp; Techniques of Time Management</li> <li>- Time Management Processes and its benefits</li> </ul>	Lecture, PPT	Computer, Projector White Board etc.	Handouts (if required)
Session - VI	Time Management and Organization			
	<ul style="list-style-type: none"> <li>- Improved Performance, Productivity &amp; Profitability</li> <li>- Better alignment &amp; Coordination of work</li> <li>- Reduction in Stress</li> <li>- Time Based Management</li> <li>- Time Matrix</li> <li>- Essential habits of Time Management in organization</li> </ul>	Lecture, PPT	Computer, Projector White Board etc.	Handouts (if required)
Session - VII	Time Management and Planning			
	<ul style="list-style-type: none"> <li>- Systems of Time Management &amp; Cascading Plans</li> <li>- Reducing incidence of Crisis and Crisis Management</li> <li>- Planning for Multi-tasking</li> <li>- Quality Time Identifications &amp; Planning for output</li> <li>- Over and under estimation of time</li> </ul>	Lecture, PPT	Computer, Projector White Board etc.	Handouts (if required)
Session - VIII	Time Management in Government Setup			
	<ul style="list-style-type: none"> <li>- Busy Vs Productive Work</li> <li>- Dealing with indecision &amp; delay</li> <li>- Dealing with Overwork</li> <li>- Productive Vs Reactive Work.</li> <li>- Managing distractions</li> </ul>	Lecture, PPT	Computer, Projector White Board etc.	Handouts (if required)

DAY - 3				
Session - IX	Importance of Work-Life Balance			
	<ul style="list-style-type: none"> <li>- Balancing work, family, friends &amp; self</li> <li>- Daily achievements &amp; enjoyment</li> <li>- Sense of Well being</li> <li>- Knowing strengths &amp; weaknesses of self</li> <li>- Controlling conditions at workplace</li> </ul>	Lecture, PPT	Computer, Projector White Board etc.	Handouts (if required)
Session - X	Values & Barriers in Work-Life Balance			
	<p><b>Values</b></p> <ul style="list-style-type: none"> <li>- Stress free situation</li> <li>- 'Job Satisfaction'</li> </ul> <p><b>Barriers</b></p> <ul style="list-style-type: none"> <li>- Lack of Communication</li> <li>- Job insecurity</li> </ul>	Lecture, PPT	Computer, Projector White Board etc.	Handouts (if required)

12/2

Session - XI	Role of Employer/Employee in balancing Work and Life			
	<ul style="list-style-type: none"><li>- Work-life balance Exercise for participants</li><li>- Reviewing Work-Life Balance of employees on regular basis</li><li>- Flexible working hours &amp; convenient working environment</li><li>- Guidelines for handling problems</li><li>- Encouraging lateral solutions and smart work</li></ul>	Lecture, PPT	Computer, Projector White Board etc.	Handouts (if required)
Session - XII	Organizational benefits from Work-Life Balance			
	<ul style="list-style-type: none"><li>- Better Productivity, progress &amp; profitability</li><li>- Positive. Colleague relationships</li><li>- Healthy &amp; 'expanding work environment</li><li>- New Learnings &amp; Research initiatives</li></ul>	Lecture, PPT	Computer, Projector White Board etc.	Handouts (if required)