

21/1/13

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES**

Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032
Tele Fax : 22303843, Fax No. 22303844, 22308556, Email: adtrg4utcs.delhi@nic.in

F.No. 8/1/1/2013-14/ UTCS /TS-IV/ 7403-7569

Dated: 05 -04-2013

To

All HODs / Local/ Autonomous Bodies and Corporations, 1 APR 2013
Government of NCT of Delhi.

Dte. of Trg. & Tech. Education Diary No. 1736 1 APR 2013 Muni Maya Ram Marg Pitara Pura, Near T.V. Tower DELHI-110088
--

12
AOCCDM
Sub: Personality Development Training Programmes for May 2013.

The Directorate of Training has developed training programmes for middle / lower level employees under the '**Personality Development**' category. During the month of **May 2013**, three training programmes on 'Personality Development' will be organized as detailed below: -

1643/patb/12-4-13
Managing Stress: A two-day training programme on Managing Stress: is to be held from **02.05.2013 to 03.05.2013 (Thursday and Friday)**. Modern lifestyle and competitiveness in the society both have contributed to stress situations. Coupled with a variety of situations at work place, reasons for stress multiply. This affects the output of work. The course on Stress Management is aimed at identifying situations, sources, impact of stress and educate participants in the management of stress. **Nominations to be sent latest by 25.04.2013.**

❖ **Communication Skills and Personality Development:** A two-day training programme on Communication Skills is to be held from **16.05.2013 to 17.05.2013**. The ability to communicate distinguishes one individual from another. Effective communication is an important attribute of the personality. The course on Communication Skills is intended to highlight the importance of communication and develop skills for effective discharge of official and social duties. **Nominations to be sent latest by 09.05.2013.**

582/cor/16/4/13
❖ **Leadership and Motivation:** A two-day training programme on Leadership and Motivation is to be held from **30.05.2013 to 31.05.2013**. In a hierarchical form of Government, effective leadership counts towards growth of the department and increased output at every level. There is need to grow as a team, and the leader is required to motivate the whole team. **Nominations to be sent latest by 23.05.2013.**

TARGET BENEFICIARIES OF THE COURSES

16/4/13
These courses are designed to enhance the skills set and knowledge of the participating **officers / officials** and to make them familiar with the new concepts, initiatives and benchmarking of the field. Besides, it would help them in their day-to-day functioning.

Detailed Training Module / Learning Units are available on our website at <http://delhi.gov.in> . The navigation to the courses is as detailed below:-

210/c

<http://www.delhi.gov.in> → Departments → UTCS
→ Select 'Training' → Select 'Training Programs' →
Select 'Refresher or Orientation courses' → Select 'Training
Programmes on Personality Development' → Select or Click
on **Learning Units** and then select the desired course for a detailed
training module / learning unit.

NOMINATIONS FOR THE COURSE

It is requested that **officers / officials** who are interested or those who require improvement in these areas may be nominated to participate in these courses. The nominations should be sent in time for each course and may be mailed also to adtrg4utcs.delhi@nic.in.

OTHER INSTRUCTIONS for the participants:

1. Participants may contact the undersigned for any information/clarification on training course.
2. Filled up Nomination forms of nominated officials may be forwarded by department.
3. Nomination form is available in the department's website www.utcs.delhigovt.nic.in under 'Training'.
4. Contact/correspondence may be made on Phone Nos. 22303843, 0-9810852945, Fax No. 22303844 / 22308556 and through Email address adtrg4utcs.delhi@nic.in


(CATHERINE MATHAI)
Assistant Director (Trg.)
Tele fax: 22303843

Copy to:

Asstt. Director-V (Trg.), Dte. of Training: UTCS for uploading on the website of the Department.


(CATHERINE MATHAI)
Assistant Director (Trg.)

20912

Package Course – Personality Development
Course Coordinator – Ms. Catherine Mathai,
Assistant Director
E-mail: adtrg4utcs.delhi@nic.in

TRAINING MODULE ON STRESS MANAGEMENT

(02nd to 03rd May 2013)

Session (Duration 75 Minute each)	Topics
DAY – 1	
Session – I (10.00 am- 11.15am)	Understanding Stress
Tea	
Session – II (11.30 am- 12.45 pm)	Stress & Personalities
Lunch	
Session – III (01.45 pm- 03.00 pm)	Causes of Stress and factors enhancing it
Tea	
Session – IV (03.15 pm- 04.30 pm)	Causes of Stress and factors enhancing it (Contd...)
DAY – 2	
Session – V (10.00 am- 11.15am)	Situations of Stress in Govt. Sector
Tea	
Session – VI (11.30 am- 12.45 pm)	Situations of Stress in Govt. Sector (Contd...)
Lunch	
Session – VII (01.45 pm- 03.00 pm)	Stress Management Techniques
Tea	
Session – VIII (03.15 pm- 04.30 pm)	Stress Busters

**TRAINING MODULE ON COMMUNICATION SKILLS AND
PERSONALITY DEVELOPMENT**

(16th to 17th May 2013)

Session (Duration 75 Minute each)	Topic
DAY – 1	
Session – I (10.00 am – 11 .15am)	Understanding communication and communication processes
Tea	
Session – II (11.30 am – 12 .45 pm)	Types of communication and technical aid to Communication
Lunch	
Session – III (01.45 pm – 03 .00 pm)	Developing Communication Skills
Tea	
Session – IV (03.15 pm – 04 .30 pm)	Importance of communication skills in the government sector
DAY – 2	
Session – V (10.00 am – 11.15 am)	Methods of communication in the government sector
Tea	
Session – VI (11.30 am – 12 .45 pm)	Communication Skills and Public Dealing
Lunch	
Session – VII (01.45 pm – 03 .00 pm)	Essential Communication Skills
Tea	
Session – VIII (03.15 pm – 04 .30 pm)	Communication and Personality – its effect

208/c

TRAINING MODULE ON LEADERSHIP AND MOTIVATION

(30th to 31st May 2013)

Session (Duration 75 Minute each)	Topics
Day - 1	
Session - I (10.00 am - 11.15 am)	What is Leadership?
Tea	
Session - II (11.30 am - 12.45 pm)	Challenges of Leadership
Lunch	
Session - III (01.45 pm - 03.00 pm)	What makes an effective Leader
Tea	
Session - IV (03.15 pm - 04.30 pm)	Leadership in an organizational setting
Day - 2	
Session - V (10.00 am - 11.15 am)	Leadership Scope and Need in Governmental context
Tea	
Session - VI (11.30 am - 12.45 pm)	Leadership Scope and Need in the Governmental context
Lunch	
Session - VII (01.45 pm - 03.00 pm)	Practical Task of Leadership
Tea	
Session - VIII (03.15 pm - 04.30 pm)	Action Planning and Conclusions