F.No.8(1)5/10-UTCS (TS-IV)/25948 - 26115   Dated :   -10-2010

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 needing basic knowledge and skills for Personality Development. A list of courses under "Personality Development" is enclosed. The two-day training course on "Leadership and Personality Development" is an important course in this list. The Course will be held on 2nd & 3rd November 2010 (Tuesday & Wednesday).

IMPORTANCE OF THE COURSE

In an hierarchical form of Government, effective leadership counts for 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.

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 and particularly those who are, directly / indirectly involved in the execution of the job as a team. Training modules and learning units are enclosed.

OBJECTIVES OF THE COURSE

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

1. Motivate their subordinates.
2. Execute big jobs with team work,
3. Generate enthusiasm and a sense of well being in people.

CONTENTS OF THE COURSE

1. What is Leadership?
2. Challenges of Leadership
3. What makes an effective Leader
4. Leadership in an organizational setting
5. Leadership – Scope and Need in the Governmental context
6. Practical Task of Leadership
7. Action Planning

METHODOLOGY OF THE COURSE

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

NOMINATIONS FOR THE COURSE

1. The Course envisages class strength of 40 Participants.
2. Nominations shall be accepted on first-come-first-serve basis.
3. Nomination letter along with bio-data of the participants in the format prescribed (enclosed) may be sent by 26-10-2010.
4. **Nominations received after 26-10-2010 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 utilise the knowledge gained during the training for efficient discharge of their duties.

5. Participants may contact the undersigned for any information/clarification on the training course.

6. Contact/correspondence may be made on Phone Nos. 22303843, 0-9810852945, Fax No. 22308556, e-mail address adtrg4utcs.delhi@nic.in and dutcs@nic.in.

(CATHERINE MATHAI)
Assistant Director (Trg.)

F.No.8(1)5/10-UTCS (TS-IV)/ 25 948 – 26 115   Dated : 06-10-2010
Copy for information to:

1. All HODs / Local/ Autonomous Bodies and State Undertakings /Corporations with the request to encourage their officers to avail the benefits of this training.

2. S.O. to the Chief Secretary, Govt. of N.C.T. of Delhi, Delhi Secretariat, Delhi.

3. PS to Pr. Secretary (Trg.), Govt. of N.C.T. of Delhi, Delhi Secretariat, Delhi.

4. PA to Spl. Secretary-cum-Spl. Director (Trg.), Dte. of Training, UTCS.

5. Estate Officer, Directorate of Training (UTCS) for uploading on the website of the Department.

(CATHERINE MATHAI)
Assistant Director (Trg.)

TRAINING MODULE ON LEADERSHIP AND PERSONALITY DEVELOPMENT

Name of the Package of Courses	Personality Development
Duration of the Course	Two days (2nd & 3rd November, 2010)
Number of Sessions	8 (Eight)
Duration of each sessions	75 min
Training Branch	IV
Name of Course Coordinator	Ms. Catherine Mathai, Assistant Director
Session	**Topics**
02-11-2010 (Tuesday)	
Session – I 10.00 am- 11.15am	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
03-11-2010 (Wednesday)	
Session – V 10.00 am- 11.15am	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

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES
Institutional Area, Behind Karkardooma Courts, Shahdara Delhi 32

LEARNING UNITS OF TRAINING SESSIONS ON LEADERSHIP AND PERSONALITY DEVELOPMENT

Name of the Package of Courses	Personality Development
Duration of the Course	Two days (2nd & 3rd November, 2010)
Number of Sessions	8 (Eight)
Training Branch	IV
Name of Course Coordinator	Ms. Catherine Mathai, Assistant Director

Enabling Objectives	Contents & Sequence	Method of Training	Performance Aid	Training Material and aid
	**02-11-2010 (Tuesday)**			
Session – I	**What is Leadership?**	Lecture, PPT etc.	PPT, handouts (if required)	Computer, White Board etc.
Leadership – An overview	- Creating an understanding of Leadership			
Session - II	**Challenges of Leadership**	Lecture, PPT etc.	PPT, handouts (if required)	Computer, White Board etc.
Leadership perception	- What does leadership entail - Essentials of Leadership			
Session - III	**What makes an effective Leader**	Lecture, PPT etc.	PPT, handouts (if required)	Computer, White Board etc.
Leadership effects	**Approaches to Leadership** - Quality and Traits - Technical Skills - Actions	Lecture, PPT etc.	PPT, handouts (if required)	Computer, White Board etc.
Session – IV	**Leadership in an organizational setting**	Lecture, PPT etc.	PPT, handouts (if required)	Computer, White Board etc.
Leadership use	- Practical task to help in visualizing need for leadership in an organizational setting.			
**03-11-2010 (Wednesday)**			
Session – V Leadership knowledge	**Leadership Scope and Need in the Governmental context**	Lecture, PPT etc.	PPT, handouts (if required)	Computer, White Board etc.
Session - VI Leadership – Practical aspects	**Sharing experience of participants and developing a consensus model of Leadership in Government**	Lecture, PPT etc.	PPT, handouts (if required)	Computer, White Board etc.
Session - VII	**Practical Task of Leadership**	Lecture, PPT etc.	PPT, handouts (if required)	Computer, White Board etc.
Leadership – Practical aspects	- Getting work accomplished from a team			
Session - VIII	**Action Planning & Conclusions**	Lecture, PPT etc.	PPT, handouts (if required)	Computer, White Board etc.
Leadership use	- Preparation of a checklist of how to be a good leader through syndicate task.			

DIRECTORATE OF TRAINING: UNION TERRITORY CIVIL SERVICES

BIODATA FORM
(For Employees of GNCTD, Local/Autonomous Bodies/Corporations etc)

Name of the Training Progress: **Course Code:**

Date of Training Programme :

[Tick mark (√) the appropriate box]

01.	Name (As per Service Book)		First
			Middle
			Last

02.	Designation	

03.	Service Cadre	IAS ☐ DANICS ☐ DASS ☐ Accounts ☐ Medical ☐ ENGG. ☐ Teaching ☐ Others ☐

04.	Name of the Department/Organisation	

05.	Category of Dept./Organisation	Delhi Govt. ☐ Local Body ☐ Autonomous Body ☐ PSU ☐ Others ☐

06.	Employee Code (If any)	

07.	Date of Birth	☐☐ DD ☐☐ MM ☐☐☐☐ YYYY

08.	Sex	Male ☐ Female ☐

09.	Category	UR ☐ SC ☐ ST ☐ OBC ☐ Other ☐ Pl. Specify

10.	Educational Qualification [Highest qualification]	Middle ☐ Metric ☐ Inter ☐ Graduate ☐ P.Grad ☐ M.Phil ☐ Ph.D ☐ Others ☐

11.	Professional/Technical qualification	

12.	Date of joining the Service	☐☐ DD ☐☐ MM ☐☐☐☐ YYYY

13.	Pay Band & Grade Pay	

14.	Details of trainings attended in the past in the Directorate of Training, UTCS/Other Institutes	

15.	Contact Number	Office	Personal

Signature_____

Date :_____