

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

F.No. 8(1)7/10-UTCS(TS-IV)/ 28194-28361

Dated: 11-10-2010

**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 various subjects relating to Personality Development. A list of courses under "Personality Development" is enclosed. The two-day training course on "Stress Management and Personality Development" is an important course in this list. The Course will be held on 15<sup>th</sup> and 16<sup>th</sup> November 2010 (Monday & Tuesday).

**IMPORTANCE OF THE COURSE**

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. Course on Stress Management is aimed identifying situations of stress, sources of stress, impact of stress and educate participants in management of stress.

**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. Identify the source / causes of stress,
2. Overcome the situation causing stress and
3. Manage stress through relaxation.

**CONTENTS OF THE COURSE**

1. Understanding Stress
2. Stress & Personalities
3. Causes of Stress and factors enhancing it.
4. Situations of Stress in Govt. Sector
5. Stress Management Techniques
6. Stress Busters

**METHODOLOGY OF THE COURSE**

The Course would be conducted by experts who are experienced in the area of Stress Management 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.

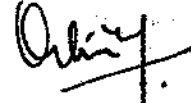
**NOMINATIONS FOR THE COURSE**

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 08-11-2010.
4. Nominations received after 08-11-2010 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.

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 training course.
6. Contact/correspondence may be made on Phone Nos. 22303843, 0-9810852945, Fax No. 22308556 and through email address [adtrg4utcs.delhi@nic.in](mailto:adtrg4utcs.delhi@nic.in) or [dutcs@nic.in](mailto:dutcs@nic.in).



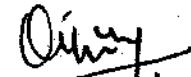
(CATHERINE MATHAI)  
Assistant Director – IV (Trg.)  
Tel. No. 22303843

F.No. 8(1)7/10-UTCS(TS-IV)/28194 - 28361

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**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 – IV (Trg.)

**TRAINING MODULE ON PERSONALITY DEVELOPMENT**

Personality Development	
Name of the Package of Courses	Personality Development
Duration of the Course	Two days (15 <sup>th</sup> November to 16 <sup>th</sup> November, 2010)
Number of Sessions	8 (Eight)
Training Branch	IV
Name of Course Coordinator	Ms. Catherine Mathai, Assistant Director
Session (Duration 75 Minute each)	Topics
15-11-2010 (Monday)	
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...)
16-11-2010 (Tuesday)	
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

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**LEARNING UNITS OF TRAINING SESSIONS ON STRESS MANAGEMENT  
 AND PERSONALITY DEVELOPMENT**

Name of the Package of Courses		Personality Development		
Duration of the Course		Two days (15 <sup>th</sup> to 16 <sup>th</sup> 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	Training Material and aid	Performance Aid
<b>15-11-2010 (Monday) Session - I</b>	<b>Understanding Stress</b>	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
An overview	- Historical and psychological perspective - Complexities and competitiveness of the modern world - Types of Stress - Symptoms, Reactions & Response			
<b>Session - II</b>	<b>Stress &amp; Personalities</b>	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
<b>Personality description on Stress</b>	<b>Personalities</b> - Stress Inviting - Stress Rejecting - Stress Driven - Stress Dominated - Stress Apprehensive			
<b>Session - III</b>	<b>Causes of Stress and factors enhancing it</b>	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
<b>Knowledge of causes</b>	- Physical - Psychological / emotional - Situational - Environmental			
<b>Session - IV</b>	<b>Causes of Stress and factors enhancing it (Contd....)</b>	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
<b>Knowledge of causes</b>	- External & Internal - Response - Acceptance or Burden - Mental Condition - Physical Condition			
<b>16-11-2010 (Tuesday) Session - V</b>	<b>Situations of Stress in Govt. Sector</b>	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
<b>Work Oriented Stress</b>	- Stress due to disorganized work - Stress due to improper time Management - Stress due to over acceptance			

<b>Session - VI</b>	<b>Situations of Stress in Govt. Sector (Contd....)</b>	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
<b>Stress due to Relationship problem</b>	<b>At work place (office politics)</b> - Subordinates - Superiors <b>In the society / community</b> - <b>In personal life</b>			
<b>Session - VII</b>	<b>Stress Management Techniques</b>	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
<b>Technical dealing of stress</b>	- Sharing & discussion - Long walk - Fun distractions - Wellness Paradigm			
<b>Session - VIII</b>	<b>Stress Busters</b>	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
<b>Relaxation Techniques</b>	- Music - Humour - Yoga & Meditation - Breathing Techniques - Exercise at work place			