

**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)1/10-UTCS(TS-IV)/28362-28529

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 subjects relating to Personality Development. A list of courses under "Personality Development" is enclosed. The two-day training course on "Time Management, Work-Life Balance and Personality Development" is an important course in this list. The Course will be held on 25-11-2010 (Thursday) and end on 26-11-2010 (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. Time and Management of Time
2. Time Management and Organization
3. Time Management and Planning
4. Time Management in Government Setup
5. Importance of Work-Life Balance
6. Values & Barriers in Work-Life Balance
7. Role of Employer/Employee in balancing Work and Life
8. 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.

**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 18-11-2010.
4. Nominations should be sent to the Directorate of Training, Institutional Area, Shahdara, Behind Karkardooma Courts, Shahdara Delhi 32.

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



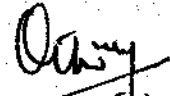
(CATHERINE MATHAI)  
Assistant Director – IV (Trg.)  
Tel. No. 22303843

F.No. 8(1)1/10-UTCS(TS-IV)/ 28362, -28528

Dated: 11-10-2010

#### 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 – IV (Trg.)

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

Name of the Package of Courses	Personality Development
Duration of the Course	Two days (25 <sup>th</sup> and 26 <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 Minutes each)	Topics
25-11-2010 (Thursday)	
Session – I (10.00 am- 11.15am)	Time and Management of Time
Tea	
Session – II (11.30 am- 12.45 pm)	Time Management and Organisation
Lunch	
Session – III (01.45 pm- 03.00 pm)	Time Management and Planning
Tea	
Session – IV (03.15 pm- 04.30 pm)	Time Management in Government Setup
26-11-2010 (Friday)	
Session – V (10.00 am- 11.15am)	Importance of Work-Life Balance
Tea	
Session – VI (11.30 am- 12.45 pm)	Values & Barriers in Work-Life Balance
Lunch	
Session – VII (01.45 pm- 03.00 pm)	Role of Employer/Employee in balancing Work and Life
Tea	

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

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

Name of the Package of Courses		Personality Development		
Duration of the Course		Two days (25 <sup>th</sup> and 26 <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>25-11-2010</b> <b>(Thursday)</b> <b>Session - I</b>	<b>Time and Management of Time</b>	Lecture, PPT	Computer, Projector White Board etc.	Handouts (if required)
	<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>			
<b>Session - II</b>	<b>Time Management and Organization</b>	Lecture, PPT	Computer, Projector White Board etc.	Handouts (if required)
	<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>			
<b>Session - III</b>	<b>Time Management and Planning</b>	Lecture, PPT	Computer, Projector White Board etc.	Handouts (if required)
	<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>			
<b>Session - IV</b>	<b>Time Management in Government Setup</b>	Lecture, PPT	Computer, Projector White Board etc.	Handouts (if required)
	<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>			
<b>26-11-2010</b> <b>(Friday)</b> <b>Session - V</b>	<b>Importance of Work-Life Balance</b>	Lecture, PPT	Computer, Projector White Board etc.	Handouts (if required)
	<ul style="list-style-type: none"> <li>- Balancing work, family, friends &amp; self</li> </ul>			

	<ul style="list-style-type: none"> <li>enjoyment</li> <li>- Sense of Well being</li> <li>- Knowing strengths &amp; weaknesses of self</li> <li>- Controlling conditions at workplace</li> </ul>			
<b>Session - VI</b>	<b>Values &amp; Barriers in Work-Life Balance</b>	Lecture, PPT	Computer, Projector White Board etc.	Handouts (if required)
	<b>Values</b> <ul style="list-style-type: none"> <li>- Stress free situation</li> <li>- Job Satisfaction</li> </ul> <b>Barriers</b> <ul style="list-style-type: none"> <li>- Lack of Communication</li> <li>- Job insecurity</li> <li>- Lack of family support</li> </ul>			
<b>Session - VII</b>	<b>Role of Employer/Employee in balancing Work and Life</b>	Lecture, PPT	Computer, Projector White Board etc.	Handouts (if required)
	<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>			
<b>Session - VIII</b>	<b>Organizational benefits from Work-Life Balance</b>	Lecture, PPT	Computer, Projector White Board etc.	Handouts (if required)
	<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>			

