

F.No. 8(1)3/10-UTCS(TS-IV)/ 29841-30008

Dated: 4-11-2010

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. A one-day training course on "Anger Management and Personality Development" is an important course in this list. The Course shall commence on 03-12-2010.

IMPORTANCE OF THE COURSE

Anger is a natural reaction. But as part of behaviour in the society or situation, it can be called as immature and hasty response to perceived threat, situations, provocation etc. The course aims at highlighting importance of management of anger and thereby building healthy environment and relationships in the society.

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. Explain general causes of anger
2. List ways to control and prevent anger.
3. Describe attributes of cool personalities
4. List advantages of anger management.

CONTENTS OF THE COURSE

1. Anger, Sources and Symptoms
2. Anger – Various Expression and Consequences
3. Anger – Prevention and Control Techniques
4. Effects of Calm Behaviour on Work and Relationship

METHODOLOGY OF THE COURSE

The Course would be conducted by experts who are experienced in the area of Anger 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 26-11-2010.
4. **Nominations received after 26-11-2010 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 come prepared with basic information on the course subject.
2. Participants may bring copies of the latest departmental/Government circulars/orders/reports etc., relating to the course subject, if any available. This would benefit other participants, the Directorate and also the faculty.
3. Participants are expected to observe punctuality and regularity.

4. Participants are expected to keep their mobile phones on silent mode during the training sessions.
5. Participants are expected to complete exercises/questionnaires, if any, distributed by the faculty during any training session and also fill up the feedback form.
6. Participants are expected to utilise the knowledge gained during the training for efficient discharge of their duties.
7. Participants may contact the undersigned for any information/clarification on training course.
8. Contact/correspondence may be made on Phone Nos. 22303843, 0-9810852945, Fax No. 22308556 and email address adtrg4utcs.delhi@nic.in / dutcs@nic.in.


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

F.No. 8(1)3/10-UTCS(TS-IV)/ 29841- 30608

Dated: 4 -11-2010

Copy for information to:

1. All HODs / Local/ Autonomous Bodies and State Undertakings /Corporations with the request to encourage their officers to avail the benefit of this training.
2. S.O. to the Chief Secretary, Govt. of N.C.T. of Delhi, Delhi Secretariat, Delhi.
3. PA to Spl. Secretary-cum-Spl. Director (Trg.) for information.
4. Estate Officer (Trg.) for uploading on the WEBSITE of the Department.


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

TRAINING MODULE ON ANGER MANAGEMENT AND PERSONALITY DEVELOPMENT

Name of the Package of Courses		Personality Development	
Duration of the Course		One day (03 rd December, 2010)	
Number of Sessions		4 (Four)	
Training Branch		IV	
Name of Course Coordinator		Ms. Catherine Mathai, Assistant Director	
Session	Duration	Topics	Proposed Speaker
03-12-2010 (Friday) Session - I 10.00 am- 11.15am	75 Min.	Anger, Sources and Symptoms	
Tea			
Session - II 11.30 am- 12.45 pm	75 Min.	Anger - various expressions and consequences	
Lunch			
Session - III 01.45 pm- 03.00 pm	75 Min.	Anger - Prevention and Controlling Techniques	
Tea			
Session - IV 03.15 pm- 04.30 pm	75 Min.	Effects of Calm Behaviour on Work and Relationship	

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

Name of the Package of Courses		Personality Development		
Duration of the Course		One day (03 rd December, 2010)		
Number of Sessions		4 (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
03-12-2010 (Friday)	Anger, Sources and Symptoms	Lecture		
Session - I				
An Overview	<ul style="list-style-type: none"> - What is Anger? Sources - Genetic - Environmental - Situational - Personal Symptoms - Passive - Aggressive 			
Session - II	Anger – various expression and consequences	Lecture		
	<ul style="list-style-type: none"> Expression - Verbal - Facial - Bodily - Behavioural Consequences - On self - At work place - At home - In society / community 			
Session - III	Anger – Prevention and Controlling Techniques	Lecture		
	<ul style="list-style-type: none"> - Awareness of Anger - Belongingness and Acceptance for people and organization. - Anger log book – Understanding and defeating anger - Mind-body relaxation therapies - Balanced diet, sleep and exercise 			
Session – IV	Effects of Calm Behaviour on work and relationship	Lecture		
	<ul style="list-style-type: none"> - Creative growth - Decision making - Human Resources - Capacity Building - Hand holding 			

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	<input type="checkbox"/>	DANICS	<input type="checkbox"/>	DASS	<input type="checkbox"/>	Accounts	<input type="checkbox"/>	Medical	<input type="checkbox"/>	ENGG.	<input type="checkbox"/>	Teaching	<input type="checkbox"/>	Others	<input type="checkbox"/>
04.	Name of the Department/Organisation																
05.	Category of Dept./Organisation	Delhi Govt.	<input type="checkbox"/>	Local Body	<input type="checkbox"/>												
		Autonomous Body	<input type="checkbox"/>	PSU	<input type="checkbox"/>												
		Others	<input type="checkbox"/>														
06.	Employee Code (If any)																
07.	Date of Birth	<input type="text"/>	<input type="text"/>	DD	<input type="text"/>	<input type="text"/>	MM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	YYYY					
08.	Sex	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>												
09.	Category	UR	<input type="checkbox"/>	SC	<input type="checkbox"/>	ST	<input type="checkbox"/>	OBC	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="text"/>					
		Pl. Specify															
10.	Educational Qualification [Highest qualification]	Middle	<input type="checkbox"/>	Metric	<input type="checkbox"/>	Inter	<input type="checkbox"/>	Graduate	<input type="checkbox"/>	P.Grad	<input type="checkbox"/>	M.Phil	<input type="checkbox"/>	Ph.D	<input type="checkbox"/>	Others	<input type="checkbox"/>
11.	Professional/Technical qualification																
12.	Date of joining the Service	<input type="text"/>	<input type="text"/>	DD	<input type="text"/>	<input type="text"/>	MM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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 : _____