

F.No. 8(1)2/10-UTCS (TS-IV)/33707-33874

Dated: 23-12-2010

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 skill for Personality Development. A two-day training course on “**Character, Creativity and Personality**” is an important course in the list. The Course will be held on **20-01-2011 & 21-01-2011 (Thursday & Friday)**.

IMPORTANCE OF THE COURSE

The development of an organization is a pre-requisite for development of society. It is possible only individuals imbibe a character befitting to organization and organizations in turn, create space for creativity in efficient transparent governance. The course aims to emphasizing importance of character and creativity in personality development of individuals in any organization and sensitizing the government / public servants to the need for building positive environment in the organization.

TARGET BENEFICIARIES OF THE COURSE

The Course has been designed to benefit all lower / middle / higher level functionaries in the Government, its local/autonomous bodies, public sector undertakings working on the key posts. Training modules and learning units are enclosed.

OBJECTIVES OF THE COURSE

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

1. Explain the importance of character building creativity in their routine work,
2. Explain the principles governing character,
3. Explain the basic ethical code prescribed for the government / public servants,
4. Explain the process of creative thinking and
5. Explain the role of character, creativity and personality in organization.

CONTENTS OF THE COURSE

1. Character & Growth of Personality
2. Character and Character Building
3. Basic Ethical Principles and Character
4. Workplace and Character
5. Personality, Behaviour and Organization
6. Creativity, Creative Thinking and Creative Processes
7. Creativity and Organization
8. Organizational Culture

METHODOLOGY OF THE COURSE

The Course would be conducted by experts and experienced in the area of Character, Creativity and Personality. 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 the doubts cleared.

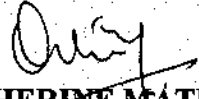
NOMINATIONS FOR THE COURSE

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 **13-01-2011**.
4. **Nominations received after 13-01-2011 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 utilize 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. Filled up Bio-data forms of nominated officials may be forwarded by department.
7. Bio-data form is available in the department's website www.utcs.delhigovt.nic.in under 'Training'.
8. Contact/correspondence may be made on Phone Nos. 22303843, 0-9810852945, Fax No. 22308556 and through Email address adtrg4utcs.delhi@nic.in


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

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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 benefit 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 for uploading on the website of the Department.


(CATHERINE MATHAI)
Assistant Director (Trg.)

**LEARNING UNITS OF TRAINING SESSIONS ON CHARACTER,
 CREATIVITY AND PERSONALITY DEVELOPMENT**

Name of the Package of Courses		Personality Development		
Duration of the Course		Two days (20 th – 21 st January, 2011)		
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
20-01-2011 (Thursday)	Character & Growth of Personality			
Session – I				
	<ul style="list-style-type: none"> - Traits and characteristics - Erik. Erickson theory of Psycho social development - Self Awareness and self esteem - Self development - Motivation - Introspection 	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
Session – II	Character and Character Building			
	<ul style="list-style-type: none"> - Character - Character Building Processes - Challenges posed by modern life and society - Improvement and integration of Self 	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
Session - III	Basic Ethical Principles and Character			
	<ul style="list-style-type: none"> - Principles of Positive Living - Principles of Goodness; - Principles of Purity and Honesty; - Principles of Contentment; - Principles of Gratitude; - Principles of Patience; - Principles of Acceptance; - Principles of Excellence; - Principles of Humility; - Principles of Relationships; - Principles of Faith. 	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
Session - IV	Workplace and Character			
	<ul style="list-style-type: none"> - Ethical code for Government/ Public Servants (a) Conduct Rules (b) Provisions of AIS Manual (c) Ethical Code for Legislators - Expectations from Government / Public Servants 	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)

21-01-2011 (Friday)	Personality, Behaviour and Organization			
Session - V	<ul style="list-style-type: none"> - Organizational behaviour - Effective Leadership styles (Transformational leadership styles) 	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
Session - VI	Creativity, Creative Thinking and Creative Processes			
	<ul style="list-style-type: none"> - What is creativity? - Creating creativity in your work - Developing creativity for excellence - Creative Thinking 	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
Session - VII	Creativity and Organization			
	<ul style="list-style-type: none"> - Difference between creativity and innovation - Managerial Practices required to encourage creativity in an organization 	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
Session - VIII	Organizational Culture			
	Role of Individual personality character and creativity <ul style="list-style-type: none"> - Contribution of character personality and creativity in developing organizational culture. - Theories of Model Development. - Role of attitudes in job performance - Positive Attitude 	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)

**TRAINING MODULE ON CHARACTER, CREATIVITY AND
 PERSONALITY DEVELOPMENT**

Name of the Package of Courses		Personality Development
Duration of the Course		Two days (20 th January to 21 st January, 2011)
Number of Sessions		8 (Eight)
Training Branch		IV
Name of Course Coordinator		Ms. Catherine Mathai, Assistant Director
Session	Duration	Topics
<u>20-01-2011 (Thursday)</u>		
Session – I 10.00 am- 11.15am	75 Min.	Character & Growth of Personality
Tea		
Session – II 11.30 am- 12.45 pm	75 Min.	Character and Character Building
Lunch		
Session – III 01.45 pm- 03.00 pm	75 Min.	Basic Ethical Principles and Character
Tea		
Session – IV 03.15 pm- 04.30 pm	75 Min.	Workplace and Character
<u>21-01-2011 (Friday)</u>		
Session – V 10.00 am- 11.15am	75 Min.	Personality, Behaviour and Organization
Tea		
Session – VI 11.30 am- 12.45 pm	75 Min.	Creativity, Creative Thinking and Creative Processes
Lunch		
Session – VII 01.45 pm- 03.00 pm	75 Min.	Creativity and Organization
Tea		
Session – VIII 03.15 pm- 04.30 pm	75 Min.	Organizational Culture