

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)4/2011-12-UTCS (TS-IV)

Dated : -06-2010

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. The two-day training course on "Leadership and Personality Development" is an important course in this list. The Course will be held on 11th & 12th July 2011 (Monday & Tuesday).

IMPORTANCE OF THE COURSE

In a 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 04-07-2011.
4. **Nominations received after 05-07-2011 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

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.)
 Tel. No. 22303843

F.No.8(14)/2011-12-UTCS (TS-IV) / 16224 - 16401
 Copy for information to:

Dated : 02-06-2010

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. PA to Spl. Secretary-cum-Spl. Director (Trg.), Dte. of Training, UTCS.
3. 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 (11 th & 12 th July, 2011)
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
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
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	