

F.No.8(1)4/2011-12/UTCS (TS-IV)/ 20115 -29582

Dated: 05-10-2011

**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. The two-day training course on 'Positive Attitude and Personality Development' is an important course in the list. The Course will be held on 14-11-2011 to 15-11-2011.

**IMPORTANCE OF THE COURSE**

Positive attitude at workplace creates an energetic environment helps building understanding with superiors and subordinates and thereby developing teamwork. In context of Government servants' development of positive attitude is essential owing to a variety of pressures and situations he / she faces in every day office life.

**TARGET BENEFICIARIES OF THE COURSE**

The Course has been designed to benefit all lower / middle level functionaries in the Government, its local/autonomous bodies, public sector undertakings. 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 positive attitude at workplace,
2. Explain relationships between positive attitude and organizational growth, and
3. Describe benefits of positive attitude.

**CONTENTS OF THE COURSE**

1. Attitude and Personality
2. Positive Attitude and its Manifestations
3. Positive Attitude and Optimism
4. Positive Affirmations and Positive Thinking
5. Organizational Goals and Positive Attitude
6. Work Ethics and positive Attitude
7. Benefits of Positive Attitude
8. Positive Attitude and Personality

**METHODOLOGY OF THE COURSE**

The Course would be conducted by experts who are experienced in the area of Positive Attitude 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 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 may be sent by 08-11-2011.
4. **Nominations received after 08-11-2011 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

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](http://www.utcs.delhigovt.nic.in) under 'Training'.
8. Contact/correspondence may be made on Phone Nos. 22303843 Fax No. 22308556 and through Email address [adtrg4utcs.delhi@nic.in](mailto:adtrg4utcs.delhi@nic.in)

  
 (CATHERINE MATHAI)  
 Assistant Director – IV (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 benefits of this training.
2. Estate Officer, Directorate of Training: UTCS for uploading on the website of the Department.

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

**TRAINING MODULE ON POSITIVE ATTITUDE AND PERSONALITY DEVELOPMENT**

Name of the Package of Courses		Personality Development
Duration of the Course		Two days
Number of Sessions		8 (Eight)
Training Branch		IV
Name of Course Coordinator		Ms. Catherine Mathai, Assistant Director
Session	Duration	Topics
<b>14-11-2011 (Monday)</b>		
<b>Session – I</b> 10.00 am- 11.15 am	75 Min.	Attitude and Personality
Tea		
<b>Session – II</b> 11.30 am- 12.45 pm	75 Min.	Positive Attitude and its Manifestations
Lunch		
<b>Session – III</b> 01.45 pm- 03.00 pm	75 Min.	Positive Attitude and Optimism
Tea		
<b>Session – IV</b> 03.15 pm- 04.30 pm	75 Min.	Positive Affirmations and Positive Thinking
<b>15-11-2011 (Tuesday)</b>		
<b>Session – V</b> 10.00 am- 11.15am	75 Min.	Organizational Goals and Positive Attitude
Tea		
<b>Session – VI</b> 11.30 am- 12.45 pm	75 Min.	Work Ethics and positive Attitude
Lunch		
<b>Session – VII</b> 01.45 pm- 03.00 pm	75 Min.	Benefits of Positive Attitude
Tea		
<b>Session – VIII</b> 03.15 pm- 04.30 pm	75 Min.	Positive Attitude and Personality