

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DIRECTORATE OF TRAINING : UNION TERRITORIES CIVIL SERVICES**  
Institutional Area, Vishwas Nagar, Behind Karkardooma Courts, Shahdara, Delhi – 110032  
Tel. No. : 22303843, Fax No. 22308556, Email: [adtrg4utcs.delhi@nic.in](mailto:adtrg4utcs.delhi@nic.in)

F.No. 8(2)4/2011-12-UTCS(TS-IV)/29069-29236

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 various subjects relating to Personality Development. The two-day training course on '**Stress Management and Personality Development**' is an important course in this list. The Course will be held on **21<sup>st</sup> and 22<sup>nd</sup> November 2011 (Monday & Tuesday)**.

**IMPORTANCE OF THE COURSE**

Modern lifestyle and competitiveness in the society both have contributed to stress situations. Coupled with a variety of situations at work place, reasons for stress multiply. This affects the output of work. Course on Stress Management is aimed identifying situations of stress, sources of stress, impact of stress and educate participants in management of stress.

**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. Identify the source / causes of stress,
2. Overcome the situation causing stress and
3. Manage stress through relaxation.

**CONTENTS OF THE COURSE**

1. Understanding Stress
2. Stress & Personalities
3. Causes of Stress and factors enhancing it.
4. Situations of Stress in Govt. Sector
5. Stress Management Techniques
6. Stress Busters

**METHODOLOGY OF THE COURSE**

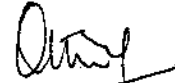
The Course would be conducted by experts who are experienced in the area of Stress Management and Personality Development. While lecture method would be generally followed, case studies, group discussions and documentaries may also be included in some sessions. The Course would be interactive and participants 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 may be sent by **14-11-2011**.
4. **Nominations received after 14-11-2011 may not be entertained.**
5. Outstation participants are requested to proceed for training only after receipt of confirmation of acceptance of nomination.

**OTHER INSTRUCTIONS**

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](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)



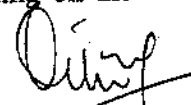
(CATHERINE MATHAI)  
Assistant Director – IV (Trg.)  
Tel. No. 22303843

F.No. 8(2)4/2011-12-UTCS(TS-IV)/

Dated: -10-2011

**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 STRESS MANAGEMENT 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 75 Minute each)	Topics
<b>DAY - 1, 21-11-2011 (Monday)</b>	
Session – I (10.00 am- 11.15am)	Understanding Stress
Tea	
Session – II (11.30 am- 12.45 pm)	Stress & Personalities
Lunch	
Session – III (01.45 pm- 03.00 pm)	Causes of Stress and factors enhancing it
Tea	
Session – IV (03.15 pm- 04.30 pm)	Causes of Stress and factors enhancing it (Contd...)
<b>DAY - 2, 22-11-2011 (Tuesday)</b>	
Session – V (10.00 am- 11.15am)	Situations of Stress in Govt. Sector
Tea	
Session – VI (11.30 am- 12.45 pm)	Situations of Stress in Govt. Sector (Contd...)
Lunch	
Session – VII (01.45 pm- 03.00 pm)	Stress Management Techniques
Tea	
Session – VIII (03.15 pm- 04.30 pm)	Stress Busters