

F.No. 8(1)6/2011-12-UTCS(TS-IV)/ 30565-30731

Dated: 13 - 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 relating to personality development. A one-day training course on '**Anger Management and Personality Development**' is an important course in this list. The Course will be held on **19-12-2011 (Monday)**.

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 **12-12-2011**.
4. **Nominations received after 12-12-2011 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

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, Fax No. 22308556 and through Email address 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 benefit of this training:
2. 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
Number of Sessions		4 (Four)
Training Branch		IV
Name of Course Coordinator		Ms. Catherine Mathai, Assistant Director
Session	Duration	Topics
19/10/12-12-2011 (Monday)		
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