F.No.8(1)4/2011-12-UTCS (TS-IV)/ ३०३९९ - ३०५ ६५   Dated : १३ - १० -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 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 12th & 13th December 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.
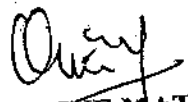
NOMINATIONS FOR THE COURSE

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 may be sent by 05-12-2011.
4. **Nominations received after 05-12-2011 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 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 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 benefits of this training.
2. 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
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**
12-12-2011 (Monday)	
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
13-12-2011 (Tuesday)	
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	
Session – VII 01.45 pm- 03.00 pm	Practical Task of Leadership
Tea	
Session – VIII 03.15 pm- 04.30 pm	Action Planning and Conclusions