

F.No. 8(1)7/2011-12-UTCS(TS-IV)/ 31012-31178

Dated: 21 - 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. The two-day training course on "**Time Management, Work-Life Balance and Personality Development**" is an important course in this list. The Course will be held from **26-12-2011 (Monday) to 27-12-2011 (Tuesday)**.

IMPORTANCE OF THE COURSE

The Training Course on Time Management, Work-Life Balance and Personality Development has been especially designed for the officers/staff who are facing difficulties to balance their office work and personal lives. It has been a well-established fact that at both the places i.e. the office and home conditions have an impact on each other. Due to increase in the responsibilities at office and at home front, a Govt. servant is required to be trained to maintain a balance and deal with the situation effectively. The Directorate of Training, UTCS through its carefully designed modules look forward to train the officers and staff on effective time management and maintaining work-life balance.

TARGET BENEFICIARIES OF THE COURSE

The Course has been designed to benefit all middle / lower level functionaries in the Government and 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. Define key concepts with Time Management.
2. Identify main obstacles to effective Time Management
3. Use techniques to build effective Time Management and
4. Maintain a Work-Life balance in their lives.

CONTENTS OF THE COURSE

1. Time and Management of Time
2. Time Management and Organization
3. Time Management and Planning
4. Time Management in Government Setup
5. Importance of Work-Life Balance
6. Values & Barriers in Work-Life Balance
7. Role of Employer/Employee in balancing Work and Life
8. Organizational benefits from Work-Life Balance

METHODOLOGY OF THE COURSE

The Course would be conducted by experts and experienced in the area of Time Management, Work - Life Balance 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 may be sent by **19-12-2011**.
4. **Nominations received after 19-12-2011 may not be entertained.**

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 – 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. E. O., Directorate of Training: UTCS for uploading on the website of the Department.


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

TRAINING MODULE ON TIME MANAGEMENT, WORK-LIFE BALANCE AND PERSONALITY DEVELOPMENT

| Name of the Package of Courses | Personality Development |
|--------------------------------------|--|
| Duration of the Course | Three days |
| Number of Sessions | 8 (Eight) |
| Training Branch | IV |
| Name of Course Coordinator | Ms. Catherine Mathai, Assistant Director |
| Session (Duration 75 Minutes each) | Topics |
| DAY - 1, 26-12-2011 (Monday) | |
| Session – I (10.00 am- 11.15am) | Time and Management of Time |
| Tea | |
| Session – II (11.30 am- 12.45 pm) | Time Management and Organisation |
| Lunch | |
| Session – III (01.45 pm- 03.00 pm) | Time Management and Planning |
| Tea | |
| Session – IV (03.15 pm- 04.30 pm) | Time Management in Government Setup |
| DAY - 2, 27-12-2011 (Tuesday) | |
| Session – V (10.00 am- 11.15am) | Importance of Work-Life Balance |
| Tea | |
| Session – VI (11.30 am- 12.45 pm) | Values & Barriers in Work-Life Balance |
| Lunch | |
| Session – VII (01.45 pm- 03.00 pm) | Role of Employer/Employee in balancing Work and Life |
| Tea | |