

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

Dated: -03-2011

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 18th and 19th April 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.

ELIGIBLE BENEFICIARIES OF THE COURSE

The course has been designed to benefit all middle / lower level functionaries in the Government, autonomous bodies, public sector undertakings. Training module / syllabus is 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 Disorders

METHODS OF THE COURSE

The course will be conducted by experts who are experienced in the area of Stress Management and Personality Development. While lecture method would be generally adopted, group discussions and documentaries may also be included in the course. The course would be interactive and participants encouraged to raise queries which will be cleared.

The course will be conducted in a class strength of 40 Participants.

Participants will be selected on first-come first-serve basis.

Participants are requested to submit the data of the participants in the format prescribed in the enclosed Annexure by 04/04/2011.

Applications received after 04/04/2011 may not be entertained.

Participants are requested to proceed for training only after receipt of the call letter and after the completion of the examination.

Participants are requested to observe punctuality and regularity.

Participants are requested to keep their mobile phones on silent mode during

3. Participants are expected to complete the assignments given by the faculty during any training session.
4. Participants are expected to utilize the training for the efficient discharge of their duties.
5. Participants may contact the undersigned for any queries during the training course.
6. Filled up Bio-data forms of nominated officials must be submitted.
7. Bio-data form is available in the department's website under 'Training'.
8. Contact/correspondence may be made on Phone No. 22308555, Fax No. 22308556 and through Email address training@utcs.gov.in.

Asst. Dir.

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Copy for information to:

1. All HODs / Local/ Autonomous Bodies and Staff Unions for their attention with the request to encourage their officers to avail the benefit of the course.
2. S.O. to the Chief Secretary, Govt. of N.C.T. of Delhi, Delhi.
3. PS to Pr. Secretary (Trg.), Govt. of N.C.T. of Delhi, Delhi.
4. PA to Spl. Secretary-cum-Spl. Director (Trg.), Dte. of Training, UTCS.
5. Estate Officer, Directorate of Training (UTCS) for updation on the website of the Department.

[Handwritten Signature]

(Signature)
Asst. Dir.

Name of the Package of Courses	Personality Development
Duration of the Course	Two days (18 th April 19 th April 2011)
Number of Sessions	8 (03pm)
Training Branch	IV
Name of Course Coordinator	Ms. Catherine Mathur, Assistant Director
Session (Duration 75 Minute each)	Topics
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 influencing it
Tea	
Session - IV (03.15 pm- 04.30 pm)	Causes of Stress and factors influencing it
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	

