

**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

---

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

Dated: -04-2011

**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 shall commence on **23-05-2011 (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 16-05-2011**.
4. **Nominations received after 16-05-2011 may not be entertained.**
5. Outstation participants are requested to proceed for training only after receipt of confirmation of acceptance of nomination.

- 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, 0-9810852945, 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(1)6/2011-12-UTCS(TS-IV)/ 10013-10180

Dated: 13-04-2011

**Copy for information to:**

1. All HODs / Local/ Autonomous Bodies and State Undertakings /Corporations with the request to encourage their officers to avail the benefit of this training.
2. S.O. to the Chief Secretary, Govt. of N.C.T. of Delhi, Delhi Secretariat, Delhi.
3. PA to Spl. Secretary-cum-Spl. Director (Trg.) for information.
4. 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 (23 <sup>rd</sup> May, 2011)
Number of Sessions		4 (Four)
Training Branch		IV
Name of Course Coordinator		Ms. Catherine Mathai, Assistant Director
<b>Session</b>	<b>Duration</b>	<b>Topics</b>
<b>23-05-2011 (Monday)</b>		
<b>Session - I</b> 10.00 am- 11.15am	75 Min.	Anger, Sources and Symptoms
Tea		
<b>Session - II</b> 11.30 am- 12.45 pm	75 Min.	Anger - various expressions and consequences
Lunch		
<b>Session - III</b> 01.45 pm- 03.00 pm	75 Min.	Anger - Prevention and Controlling Techniques
Tea		
<b>Session - IV</b> 03.15 pm- 04.30 pm	75 Min.	Effects of Calm Behaviour on Work and Relationship

**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: adtrg4utes.delhi@nic.in

**LEARNING UNITS OF TRAINING SESSIONS ON ANGER MANAGEMENT  
 AND PERSONALITY DEVELOPMENT**

Name of the Package of Courses		Personality Development		
Duration of the Course		One day (23 <sup>rd</sup> May, 2011)		
Number of Sessions		4 (Eight)		
Training Branch		IV		
Name of Course Coordinator		Ms. Catherine Mathai, Assistant Director		
Enabling Objectives	Contents & Sequence	Method of Training	Training Material and aid	Performance Aid
<b>23-05-2011 (Monday)</b>				
<b>Session – I</b>	<b>Anger, Sources and Symptoms</b>			
<b>An Overview</b>	<ul style="list-style-type: none"> <li>- What is Anger?</li> <li><b>Sources</b> <ul style="list-style-type: none"> <li>- Genetic</li> <li>- Environmental</li> <li>- Situational</li> <li>- Personal</li> </ul> </li> <li><b>Symptoms</b> <ul style="list-style-type: none"> <li>- Passive</li> <li>- Aggressive</li> </ul> </li> </ul>	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
<b>Session - II</b>	<b>Anger – various expression and consequences</b>			
	<ul style="list-style-type: none"> <li><b>Expression</b> <ul style="list-style-type: none"> <li>- Verbal</li> <li>- Facial</li> <li>- Bodily</li> <li>- Behavioural</li> </ul> </li> <li><b>Consequences</b> <ul style="list-style-type: none"> <li>- On self</li> <li>- At work place</li> <li>- At home</li> <li>- In society / community</li> </ul> </li> </ul>	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
<b>Session - III</b>	<b>Anger – Prevention and Controlling Techniques</b>			
	<ul style="list-style-type: none"> <li>- Awareness of Anger</li> <li>- Belongingness and Acceptance for people and organization.</li> <li>- Anger log book – Understanding and defeating anger</li> <li>- Mind-body relaxation therapies</li> <li>- Balanced diet, sleep and exercise</li> </ul>	Lecture, PPT	Computer, Projector, White Board etc.	Handouts (if required)
<b>Session – IV</b>	<b>Effects of Calm Behaviour on work and relationship</b>			
	<ul style="list-style-type: none"> <li>- Creative growth</li> <li>- Decision making</li> <li>- Human Resources</li> </ul>	Lecture, PPT	Computer, Projector, White Board	Handouts (if required)