

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DIRECTORATE OF TRAINING : UNION TERRITORIES CIVIL SERVICES**  
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F.No. 8(1)/9/2011-12/UTCS(TS-IV)/ 609 - 775

Dated: 05-01-2012

**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 one-week training course on “**Personality Development (Package Course)**” is an important course in the list. The Course will be held on 13-02-2012 (Monday) and end on 17-02-2012 (Friday).

**IMPORTANCE OF THE COURSE**

The Training Course on Personality Development (Package Course) has been especially designed for the officers/staff who are facing difficulties in their office work and personal lives. It has been a well-established fact that our personality has an impact in the home and office. Due to increase in the responsibilities at office and at home front, a Government 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, looks forward to train the officers and staff on effective Personality Development.

**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. Define key concepts with Personality Development.
2. Identify main obstacles to effective Personality Development.
3. Use techniques to build effective Personality.
4. Maintain Personality Development in their lives.
5. Generate enthusiasm and a sense of well being in own self and others.
6. Motivate and execute work with their subordinates.
7. Explain effect of communication in Personality.
8. Be able to identify Stresses, its causes and be able to manage it.
9. Explain Team building and its effect in our work place.

**CONTENTS OF THE COURSE**

1. Understanding Personality
2. Types of Personality Traits
3. Character & Growth of Personality
4. Creativity, Creative Thinking and Creative Processes
5. Anger – various expression and consequences
6. Anger – Prevention and Controlling Techniques
7. Stress and its causes
8. Stress Management Techniques and Stress Busters
9. Etiquettes – Society, Culture and Customs Etiquettes and Personality
10. Etiquettes – Individuals and Organizational
11. Time Management – Planning
12. Work Life Balance
13. Positive Attitude and its Manifestations
14. Positive Affirmations and Positive Thinking
15. Benefits of Positive Attitude
16. Positive Attitude and Personality
17. Types of Communication and Essential Communication Skills
18. Communication and Personality – its effect
19. Team Building & Group Dynamics
20. Problem Solving & Work Ethics

## METHODOLOGY OF THE COURSE

The Course would be conducted by experts and experienced in the area of 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 **06-02-2012**.
4. **Nominations received after 06-02-2012 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](http://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](mailto:adtrg4utcs.delhi@nic.in)

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

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