

F.No. 8(1)/6/2012-13/UTCS (TS-IV)/ 23239 - 23405

Dated: 06 - 08 - 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 needing basic knowledge and skill for Personality Development. A two-day training course on 'Character, Creativity and Personality Development' is an important course in the list. The Course will be held on 20-09-2012 & 21-09-2012 (Thursday & Friday).

#### **IMPORTANCE OF THE COURSE**

The development of an organization is a pre-requisite for development of society. It is possible only individuals imbibe a character befitting to organization and organizations in turn, create space for creativity in efficient transparent governance. The course aims to emphasizing importance of character and creativity in personality development of individuals in any organization and sensitizing the government / public servants to the need for building positive environment in the organization.

#### **TARGET BENEFICIARIES OF THE COURSE**

The Course has been designed to benefit all lower / middle / higher level functionaries in the Government, its local/autonomous bodies, public sector undertakings working on the key posts. Training modules and learning units are enclosed.

#### **OBJECTIVES OF THE COURSE**

At the end of the Course, the participants will be able to:

1. Explain the importance of character building creativity in their routine work,
2. Explain the principles governing character,
3. Explain the basic ethical code prescribed for the government / public servants,
4. Explain the process of creative thinking and
5. Explain the role of character, creativity and personality in organization.

#### **CONTENTS OF THE COURSE**

1. Character & Growth of Personality
2. Character and Character Building
3. Basic Ethical Principles and Character
4. Workplace and Character
5. Personality, Behaviour and Organization
6. Creativity, Creative Thinking and Creative Processes
7. Creativity and Organization
8. Organizational Culture

#### **METHODOLOGY OF THE COURSE**

The Course would be conducted by experts and experienced in the area of Character, Creativity and Personality. 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 the 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 13-09-2012.
4. **Nominations received after 13-09-2012 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 No. 22303843, Fax No. 22308556 and through Email address [adtrg4utcs.delhi@nic.in](mailto:adtrg4utcs.delhi@nic.in)

  
**(CATHERINE MATHAI)**  
 Assistant Director (Trg.)  
 Tele Fax 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 for uploading on the website of the Department.

  
**(CATHERINE MATHAI)**  
 Assistant Director (Trg.)

**TRAINING MODULE ON CHARACTER, CREATIVITY AND PERSONALITY DEVELOPMENT**

Name of the Package of Courses		Personality Development
Duration of the Course		Two days
Number of Sessions		8 (Eight)
Training Branch		IV
Name of Course Coordinator		Ms. Catherine Mathai, Assistant Director
Session	Duration	Topics
<b>DAY - 1</b>		
Session - I 10.00 am- 11.15am	75 Min.	Character & Growth of Personality
Tea		
Session - II 11.30 am- 12.45 pm	75 Min.	Character and Character Building
Lunch		
Session - III 01.45 pm- 03.00 pm	75 Min.	Basic Ethical Principles and Character
Tea		
Session - IV 03.15 pm- 04.30 pm	75 Min.	Workplace and Character
<b>DAY - 2</b>		
Session - V 10.00 am- 11.15am	75 Min.	Personality, Behaviour and Organization
Tea		
Session - VI 11.30 am- 12.45 pm	75 Min.	Creativity, Creative Thinking and Creative Processes
Lunch		
Session - VII 01.45 pm- 03.00 pm	75 Min.	Creativity and Organization
Tea		
Session - VIII 03.15 pm- 04.30 pm	75 Min.	Organizational Culture