

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES
Institutional Area, Vishwas Nagar, Behind Karkardooma Courts, Shahdara, Delhi – 110032
Tele Fax: 22303843, Fax No. 22308556, Email: adtrg4utcs.delhi@nic.in

F.No. 8(1)/1/2012-13-UTCS(TS-IV)/ 23572- 23738

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 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 27th September 2012 to 28th September 2012 (Thursday & Friday).

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.

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. 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 Busters

METHODOLOGY OF THE COURSE

The Course would be conducted by experts who are experienced in the area of Stress 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.

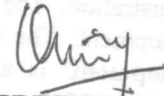
NOMINATIONS FOR THE COURSE

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 may be sent by 20-09-2012.
4. Nominations received after 20-09-2012 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 under 'Training'.
8. Contact/correspondence may be made on Tele Fax No. 22303843, Fax No. 22308556 and through Email address adtrg4utcs.delhi@nic.in



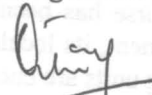
(CATHERINE MATHAI)
Assistant Director – IV (Trg.)
Tele Fax No. 22303843

F.No. 8(1)/1/2012-13-UTCS(TS-IV)/ 23572- 23738

Dated: 26-08-2012

Copy for information to:

1. All HODs / Local/ Autonomous Bodies and State Undertakings /Corporations with the request to encourage their officers to avail the benefits of this training.
2. AD – V (Training), Directorate of Training (UTCS) for uploading on the website of the Department.



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

**TRAINING MODULE ON STRESS MANAGEMENT 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 75 Minute each)	Topics
DAY – 1	
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 enhancing it
Tea	
Session – IV (03.15 pm- 04.30 pm)	Causes of Stress and factors enhancing it (Contd...)
DAY – 2	
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	
Session – VII (01.45 pm- 03.00 pm)	Stress Management Techniques
Tea	
Session – VIII (03.15 pm- 04.30 pm)	Stress Busters