

F.No. 8(1)/7/2012-13-UTCS(TS-IV)/29299-29464

Dated: 03-10-2012

### 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. A one-day training course on 'Anger Management and Personality Development' is an important course in this list. The Course will be held on 01-11-2012 (Thursday).

#### 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.

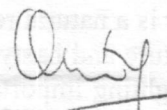
#### NOMINATIONS FOR THE COURSE

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 25-10-2012.
4. **Nominations received after 25-10-2012 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)



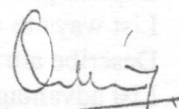
(CATHERINE MATHAI)  
Assistant Director – IV (Trg.)  
M.No.: 9810852945  
Telefax No. 22303843

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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. Assistant Director – V (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
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>01-11-2012 (Thursday)</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