

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING & TECHNICAL EDUCATION
MUNI MAYA RAM MARG, PITAMPURA, DELHI-110034
(CO-ORDINATION BRANCH)

No.F.3 (21)/2013/Trg.Prog/CDN/TTE/

Dated:

To,

1. All Branch In-charges at TTE (HQ)
2. All Heads of Institutions under DTTE,
Delhi / New Delhi.

Sub: Managerial Training Programmes for July 2013.

Sir / Madam,

I am to intimate that a copy of letters dated 11.06.13 on the subjects cited above received from Assistant Director, Directorate of Training, UTCS, Karkadooma, Shahdara, Delhi are being uploaded on the departmental website www.tte.delhigov.nic.in which may be downloaded for information and necessary action.

Nominations, if any, may be sent directly to Directorate of Training, UTCS, Karkadooma, Shahdara, Delhi under intimation to this office.

Yours faithfully,

(M.L. GUPTA)

Administrative Officer (CDN)

No.F.3 (21)/2013/Trg.Prog/CDN/TTE/ 8074

Dated: 26/6/13

✓ Copy to the Asstt. Programmer, TTE (HQ) with the request to upload the enclosed Circulars on the website of this Department at the earliest and return the original to this branch after uploading (Circulars in original enclosed)

Encl. As above

(M.L. GUPTA)

Administrative Officer (CDN)

Pi. upload

27/6/13

Mr. Narender

The Directorate of Training has developed training / refresher programmes for **officers** under the 'Managerial Competence' category. During the Month of **July 2013**, three training programmes on '**Basic Managerial Competence**' will be organized as detailed below:-

- 2
- DDCCDM
- 27/9/PADDA
- 25-6-13
- 518/COM
- 24/6/13
- 18 Enclosure
- 24/6/13
- ❖ **Contract Management:** A three days training programme on Basic Managerial Competence in Contract Management is to be held from **03.07.2013 to 05.07.2013**. The chief purpose of this training is to train persons for contract made with customer, sellers, partners or employee, which includes negotiating the terms and conditions in contracts and ensuring compliance. Contract Management also includes documentation. Contract Management is the process of systemically and efficiently managing contract creating, execution and analyze for the purpose of maximizing financial benefits and minimizing risk. Nominations to be sent latest by **24.06.2013**.
 - ❖ **Basic Life Support and First Aid:** A two days training programme to be held from **11.07.2013 to 12.07.2013**. The chief purpose of this training is to train persons for out of hospital situation of an adult requiring. First Aid in cases of Breathing Problems, Heart Attack, Stroke, Seizures, Allergic Reactions, Fainting, Diabetes, Bleeding one can see, Wounds, Burns & Electrical emergencies, Sprains & Broken Bones, Bites & Stings, Heat related emergencies, Cold related emergencies and Poison emergencies. Nominations to be sent latest by **01.07.2013**.
 - ❖ **Incident Response System (IRS) in Disaster Management (for Districts West & South West):** A four days training programme on Basic Managerial Competence in Incident Response System (IRS) in Disaster Management is to be held from **16.07.2013 to 19.07.2013**. This course is meant to give a working knowledge of the Incident Response System in Disaster Management to the participants from Emergency Response Agencies and other line departments such as Police, Medical, Fire, PWD, Irrigation & Flood Control, Municipal Corporations, Delhi Jal board as well as Revenue Department / District Disaster Management Authority. Nominations to be sent latest by **05.07.2013**.

TARGET BENEFICIARIES OF THE COURSES

These courses are designed to enhance the skills set and knowledge of the participating **officers** and to make them familiar with the new concepts, initiatives and benchmarking of the field. Besides, it would help them in their day-to-day functioning.

Detailed Training Module / Learning Units are available on our website at <http://utcs.delhigovt.nic.in>. The navigation to the courses is as detailed below:-

<http://utcs.delhigovt.nic.in> or <http://www.delhi.gov.in/Departments/UTCS>

→ Select 'Training' → Select 'Training Programs' →
 Select 'Refresher or Orientation courses' → Select 'Training Programmes on Basic Managerial Competence' → Select or Click on Learning Units and then select the desired course for a detailed training module/learning unit

NOMINATIONS FOR THE COURSE

1. It is requested that 4 - 5 suitable **officers** may be nominated to participate in these courses. The nominations should be sent in time for each course.

OTHER INSTRUCTIONS for the participants:

1. Participants may contact the undersigned for any information/clarification on training course.
2. Filled up Nomination forms of nominated officials may be forwarded by department / may be filled by participants at the time of registration at 9.45 a.m. on the first day.
3. The training will start from 10:00 am till 04:30 pm.
4. Nomination form is available in the department's website www.utcs.delhigovt.nic.in under 'Training'.
5. Contact/correspondence may be made on Phone Nos. 22303844, 0-9811144755, Fax No. 22303844 / 22308556 and through Email address adtrg2utcs.delhi@nic.in

Bhatia
11/6/13

(RAJESH BHATIA)
Assistant Director (Trg.)
Tel. No. 22303844

1. Asstt. Director-V (Trg.); Dte. of Training: UTCS for uploading on the website of the Department.

Bhatia

(RAJESH BHATIA)
Assistant Director (Trg.)

**TRAINING MODULE ON BASIC MANAGERIAL COMPETENCE IN
CONTRACT MANAGEMENT**

Name of the Package of Courses		Basic Managerial Competence
Duration of the Course		Three days (03 rd to 05 th July, 2013)
Number of Sessions		Twelve (12)
Training Branch		II
Name of Course Coordinator		Mr. Rajesh Bhatia, Assistant Director
Sessions	Duration	Topics
Day 1, (03.07.2013)		
Session – I 10.00 am-11.15 am	75 Min.	Understanding the Contract Management Process
Tea		
Session – II 11.30 am-12.45 pm	75 Min.	Salient features of Indian Contract Act
Lunch		
Session – III 01.45 pm- 03.00 pm	75 Min.	Types of Contract Management
Tea		
Session – IV 03.15 pm- 04.30pm	75 Min.	Types of Contract Management
Day 2, (04.07.2013)		
Session – V 10.00 am- 11.15am	75 Min.	Contracting-Domestic and International
Tea		
Session – VI 11.30 am-12.45 pm	75 Min.	Contracting-Domestic and International
Lunch		
Session – VII 01.45 pm-03.00pm	75 Min.	Contracting Method
Tea		
Session – VIII 03.15 pm-04.30 pm	75 Min.	Pre award Phase and Award Phase
Day 3, (05.07.2013)		
Session – IX 10.00 am- 11.15am	75 Min.	Contract Administration
Tea		
Session – X 11.30 am-12.45 pm	75 Min.	Contract Administration
Lunch		
Session – XI 01.45 pm-03.00pm	75 Min.	Case studies with Special Focus in Delhi
Tea		
Session – XII 03.15 pm-04.30 pm	75 Min.	Case studies with Special Focus in Delhi

**TRAINING MODULE ON BASIC MANAGERIAL COMPETENCE IN
BASIC LIFE SUPPORT AND FIRST AID**

Name of the Package of Courses		Basic Managerial Competence
Duration of the Course		Two days (11 th to 12 th July, 2013)
Number of Sessions		Eight (08)
Training Branch		II
Name of Course Coordinator		Mr. Rajesh Bhatia, Assistant Director
Sessions	Duration	Topics
Day 1, (11.07.2013)		
Session – I 10.00 am-11.15 am	75 Min.	Basic Life Support How to find problems, Rescuer & victim Safety & calling for help
Tea		
Session – II 11.30 am-12.45 pm	75 Min.	Giving Chest Compressions & Breaths – Hands on Training
Lunch		
Session – III 01.45 pm- 03.00 pm	75 Min.	Complete CPR – Hands on Training
Tea		
Session – IV 03.15 pm- 04.30pm	75 Min.	Use of AED for Adults & children CPR, Suspecting & Managing Choking in Adults & Children
Day 2, (12.07.2013)		
Session – V 10.00 am- 11.15am	75 Min.	First Aid First Aid Basics
Tea		
Session – VI 11.30 am-12.45 pm	75 Min.	First Aid for Medical Emergency a. Breathing Problems b. Heart Attack c. Stroke d. Seizures e. Allergic Reactions f. Fainting g. Diabetes
Lunch		
Session – VII 01.45 pm-03.00pm	75 Min.	First Aid for injuries a. Bleeding one can see b. Wounds

**TRAINING MODULE ON BASIC MANAGERIAL COMPETENCE IN INCIDENT RESPONSE SYSTEM (IRS) IN
DISASTER MANAGEMENT (for District West & South West)**

Name of the Package of Courses		Basic Managerial Competence	
Duration of the Course		Four days (16 th to 19 th July, 2013)	
Number of Sessions		16 (Sixteen)	
Training Branch		II	
Name of Course Coordinator		Mr. Rajesh Bhatia, Assistant Director	
Sessions	Duration	Topics	Proposed Speaker
DAY 1, (16.07.2013)			
Session – I (10.00 am- 11.15am)	75 Min.	Registration, Welcome & Course Introduction Inauguration of the Course	
Tea			
Session – II (11.30 am- 12.45 pm)	75 Min.	Module A: Principles & Features of IRS	
Lunch			
Session – III (01.45 pm- 03.00 pm)	75 Min.	Module A: Principles & Features of IRS (Continued...)	
Tea			
Session – IV (03.15 pm- 04.30 pm)	75 Min.	Module A: Principles & Features of IRS (Continued...) +Exercise	
DAY 2, (17.07.2013)			
Session – V (10.00 am- 11.15am)	75 Min.	Module B: Organizing & Staffing	
Tea			
Session – VI (11.30 am- 12.45 pm)	75 Min.	Module B: Organizing & Staffing (Continued...) + Exercise	
Lunch			
Session – VII (01.45 pm- 03.00 pm)	75 Min.	Module C: Incident Facilities	
Tea			
Session – VIII (03.15 pm- 04.30 pm)	75 Min.	Module C: Incident Facilities (Continued...) + Exercise	
DAY 3, (18.07.2013)			
Session – IX (10.00 am- 11.15am)	75 Min.	Module D: Incident Resource & Resource Management	
Tea			
Session – X (11.30 am- 12.45 pm)	75 Min.	Module D: Incident Resource & Resource Management (Continued...) + Exercise	
Lunch			
Session – XI (01.45 pm- 03.00 pm)	75 Min.	Module E: Organizing for Incidents & Events	
Tea			
Session – XII (03.15 pm- 04.30 pm)	75 Min.	Module E: Organizing for Incidents & Events (Continued...) + Exercise	
DAY 4, (19.07.2013)			
Session – XIII (10.00 am- 11.15am)	75 Min.	Module F: Incident & Event Planning	
Tea			
Session – XIV (11.30 am- 12.45 pm)	75 Min.	Module F: Incident & Event Planning (Continued...)	
Lunch			
Session – XV (01.45 pm- 03.00 pm)	75 Min.	Simulation Exercise	
Tea			
Session – XVI (03.15 pm- 04.30 pm)	75 Min.	Simulation Exercise followed by Valediction and Course Close-out.	

F. 8(1)(1)/2013-14-UTCS/TS-IV / 11690-11856

Dated: 10-06-13

To

**All HODs / Local/ Autonomous Bodies and Corporations,
Government of NCT of Delhi**

Sub: Personality Development Programmes for July 2013.

The Directorate of Training UTCS has developed training / programmes for middle / lower level employees under the 'Personality Development' category. During the month of **July 2013**, two training programmes on 'Personality Development' will be organized as detailed below: -

- ❖ **Managing Time: A step towards performance enhancement:** A two-day training programme on '*Managing Time*' is to be held on **11.07.2013 and 12.07.2013 (Thursday and Friday)**. Time is a non-renewable resource. Each and everyone of us has been given the exact same amount of time per day. So it is of utmost importance to know how to make the most effective use of time. This training course has been designed to help the employees maximise the benefits that can be derived from the efficient use of their valuable time. **Nominations to be sent latest by 02.07.2013.**
- ❖ **Managing Stress:** A two-day training programme on Managing Stress is to be held from **25.07.2013 to 26.07.2013 (Thursday and Friday)**. Modern lifestyle and competitiveness in society, both have contributed to stressful situations. Coupled with a variety of situations at the work place, reasons for stress multiply. This affects the output of work. The course on Stress Management is aimed at identifying situations, sources, and impact of stress and educating participants in managing stress. **Nominations to be sent latest by 17.07.2013.**

TARGET BENEFICIARIES OF THE COURSES

These courses are designed to enhance the skills set and knowledge of the participating **employees** and to make them familiar with the new concepts, initiatives of the field. Besides, it would help them in their day-to-day functioning.

Detailed Training Module / Learning Units are available on our website at www.delhi.gov.in. The navigation to the courses is as detailed below:-

<http://www.delhi.gov.in>

Select 'Departments' → Select 'Union Territories Civil Services (UTCS)' →
Select 'Training' → Select 'Training Programs' → Select
'Refresher or Orientation courses' → Select from left side menu 'Training
Programmes on Personality Development' → Select or Click on 'Learning
Units' and then select the desired course for a detailed training module / learning
unit.