

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES**  
Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032  
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To

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

**Sub: Personality Development Training Programmes for March 2013.**

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

- ❖ **Anger Management and Personality Development:** A one-day training programme on Anger Management and Personality Development is to be held on **07.03.2013**. 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 environment and relationships in the society. **Nominations to be sent latest by 28.02.2013.**
- ❖ **Etiquettes and Personality Development:** A one-day training programme on Etiquettes and Personality Development is to be held on **21.03.2013**. Etiquettes have a very important role to play towards building up of team spirit and organizational culture in a department. As such there is a need to build up etiquettes in the government servants. The Directorate of Training, UTCS through its suitably designed modules, looks forward to imbibe etiquettes in government servants through training programmes. **Nominations to be sent latest by 14.03.2013.**

**TARGET BENEFICIARIES OF THE COURSES**

These courses are designed to enhance the skills set and knowledge of the participating **officers / officials** 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 Personality Development' → Select or Click  
on **Learning Units** and then select the desired course for a detailed  
training module / learning unit.

## NOMINATIONS FOR THE COURSE

It is requested that 4-5 suitable officers / officials 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 Bio-data 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. Bio-data form is available in the department's website [www.utcs.delhigovt.nic.in](http://www.utcs.delhigovt.nic.in) under 'Training'.
4. Contact/correspondence may be made on Phone Nos. 22303843, 0-9810852945, Fax No. 22303844 / 22308556 and through Email address [adtrg4utcs.delhi@nic.in](mailto:adtrg4utcs.delhi@nic.in)

*R. Bhatia*  
08/07/13  
(RAJESH BHATIA)  
Assistant Director (Trg.)  
Tele fax: 22303843

Copy to:

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

*R. Bhatia*  
(RAJESH BHATIA)  
Assistant Director (Trg.)

Package Course -- Personality Development  
Course Coordinator -- Ms. Catherine Mathai,  
Assistant Director  
E-mail: [adtrg4utcs.delhi@nic.in](mailto:adtrg4utcs.delhi@nic.in)

## TRAINING MODULE ON ANGER MANAGEMENT AND PERSONALITY DEVELOPMENT

(07<sup>th</sup> March 2013)

Session (Duration 75 Minute each)	Topics
<b>DAY - 1</b>	
Session - I (10.00 am- 11.15am)	Anger, Sources and Symptoms
Tea	
Session - II (11.30 am- 12.45 pm)	Anger - various expressions and consequences
Lunch	
Session - III (01.45 pm- 03.00 pm)	Anger - Prevention and Controlling Techniques
Tea	
Session - IV (03.15 pm- 04.30 pm)	Effects of Calm Behaviour on Work and Relationship

## TRAINING MODULE ON ETIQUETTES AND PERSONALITY DEVELOPMENT

(21<sup>st</sup> March 2013)

Session (Duration 75 Minute each)	Topics
<b>Day - 1</b>	
Session - I (10.00 am - 11 .15am)	Etiquettes - Society, Culture and Customs
Tea	
Session - II (11.30 am - 12 .45 pm)	Etiquettes and Individual
Lunch	
Session - III (01.45 pm - 03 .00 pm)	Etiquettes and Organization
Tea	
Session - IV (03.15 pm - 04 .30 pm)	Etiquettes and Personality