

F. 8(1)(1)/2013-14-UTCS/TS-IV / 3982-4148

Dated: 18-03-13

To

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

Sub: Personality Development Training Programmes for April 2013.

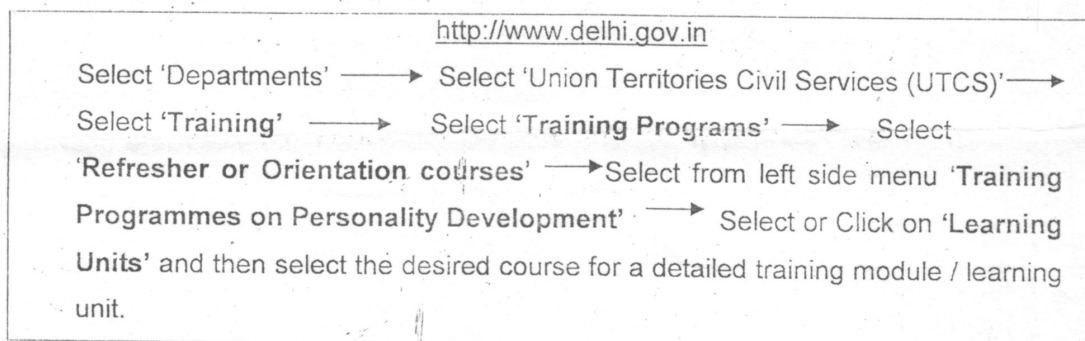
The Directorate of Training has developed training / refresher programmes for middle / lower level officers / officials under the 'Personality Development' category. During the month of **April 2013**, two training programmes on 'Personality Development' will be organized as detailed below: -

- ❖ **Etiquettes and Decorum: The oil that greases the machine of our daily lives:** A one-day training programme on 'Etiquettes and Decorum' is to be held on **18.04.2013**. 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 help government servants imbibe etiquettes through this training programme. **Nominations to be sent latest by 11.04.2013.**
- ❖ **Managing Time: A step towards performance enhancement:** A two-day training programme on 'Managing Time' is to be held on **25.04.2013 and 26.04.2013**. Time is a non-renewable resource. Each and every one 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 18.04.2013.**

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 www.delhi.gov.in. The navigation to the courses is as detailed below:-

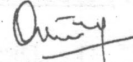


NOMINATIONS FOR THE COURSE

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:

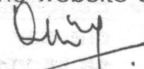
1. Participants may contact the undersigned for any information/clarification on training course.
2. Filled up Bio-data forms of nominated officials may be forwarded by department / may be filled by participants at the time of registration at 9.45 a.m. on the first day.
3. Bio-data form is available in the department's website www.utcs.delhigovt.nic.in 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



(CATHERINE MATHAI)
Assistant Director (Trg.)
Tele fax: 22303843

Copy to:

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



(CATHERINE MATHAI)
Assistant Director (Trg.)

Package Course – Personality Development
Course Coordinator – Ms. Catherine Mathai,
Assistant Director
E-mail: adtrg4utcs.delhi@nic.in

Estate Officer
Directorate of Training UTCS
Vishwas Nagar Delhi - 32