

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>

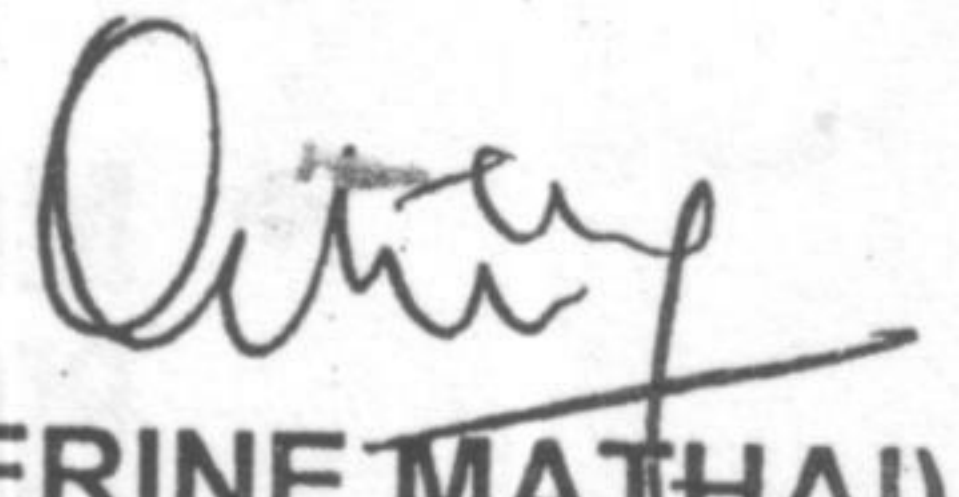
Select 'Departments' → Select 'Union Territories Civil Services (UTCS)' →
Select 'Training' → Select 'Training Programs' → Select
'Refresher or Orientation courses' → Select from left side menu 'Training
Programmes on Personality Development' → Select or Click on 'Learning
Units' and then select the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

NOMINATIONS FOR THE COURSE

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

OTHER INSTRUCTIONS for the participants:

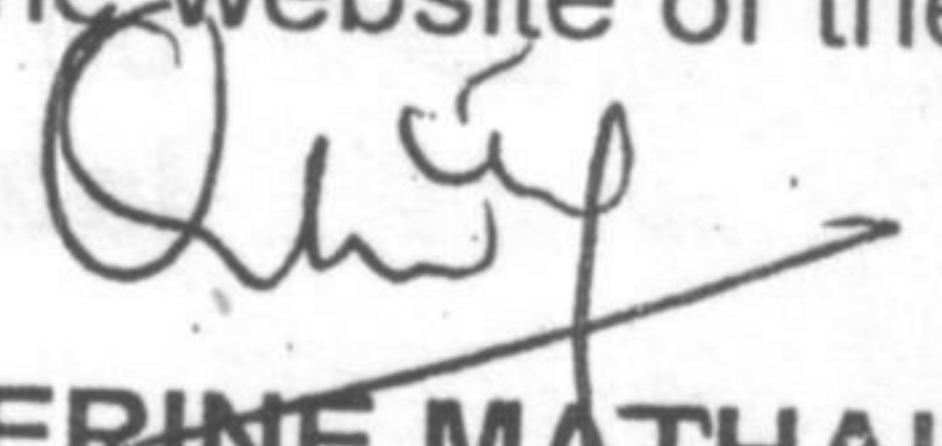
1. Participants may contact the undersigned for any information/clarification on training course.
2. Filled up Bio-data forms of nominated officials may be forwarded by department / may be filled by participants at the time of registration at 9.45 a.m. on the first day.
3. Bio-data form is available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



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Copy to:

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



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Assistant Director (Trg.)

Package Course – Personality Development
Course Coordinator – Ms. Catherine Mathai,
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