

F. 8(1)(1)/2013-14-UTCS/TS-IV/12911-13077

Dated: 02-07-13

To

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

Sub: Personality Development Training Programmes for August and September, 2013.

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

- ❖ **Self Defence for Women: Nari Asmita Ke Aayam:** A two days training programme on Self Defence for Women: Nari Asmita Ke Aayam is to be held on **01.08.2013 to 02.08.2013 (Thursday and Friday)**. The Directorate of Training, UTCS through its suitably designed modules, looks forward to helping government servants learn self defense through this training programme. **Nominations to be sent latest by 27.07.2013.**
- ❖ **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 **08.08.2013 (Thursday)**. 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 02.08.2013.**
- ❖ **Communication Skills:** A two-days training programme on Communication Skills is to be held from **22.08.2013 to 23.08.2013 (Thursday and Friday)**. The ability to communicate distinguishes one individual from another. Effective communication is an important attribute of the personality. The course on Communication Skills is intended to highlight the importance of communication and develop skills for effective discharge of official and social duties. **Nominations to be sent latest by 16.08.2013.**
- ❖ **Managing Stress:** A two-day training programme on Managing Stress is to be held from **05.09.2013 to 06.09.2013 (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 30.08.2013.**

Sh. Anurish  
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## 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 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](http://www.delhi.gov.in). The navigation to the courses is as detailed below:-

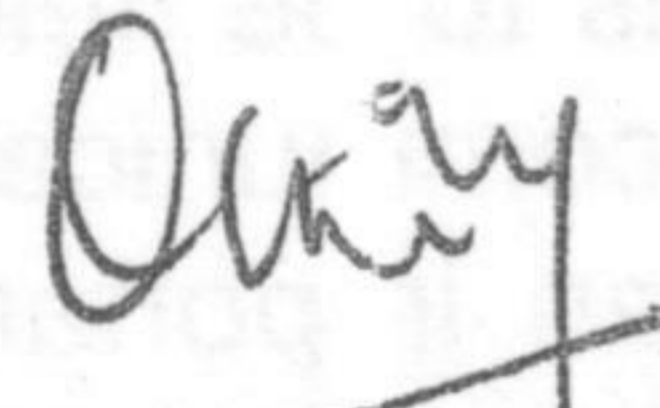
Select 'Departments' → Select 'Union Territories Civil Services (UTCS)' →  
Select 'Training' → Select 'Training Programs' → Select  
'Refresher or Orientation courses' → Select from left side menu 'Training  
Programmes on Personality Development' → Select or Click on 'Learning  
Units' and then select 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:

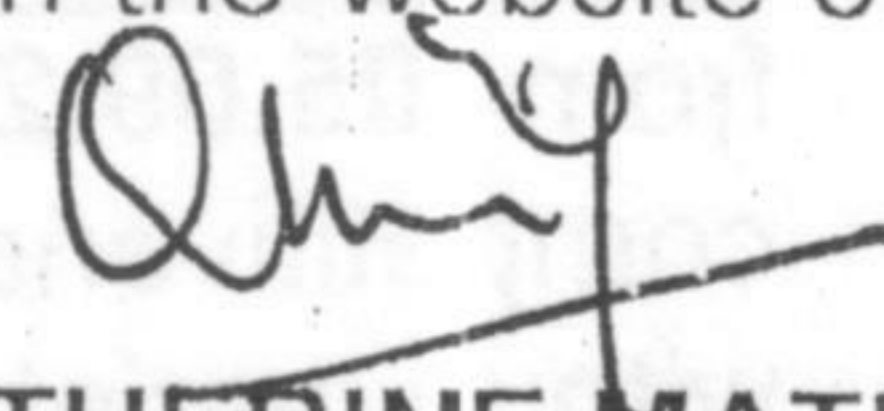
1. Participants may contact the undersigned for any information/clarification on training course.
2. Filled up Bio-data forms of nominated officials may be forwarded by department / may be filled by participants at the time of registration at 9.45 a.m. on the first day.
3. Bio-data form is available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



(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.)