

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES

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To

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

Sub: Personality Development Training Programmes for December, 2016.

The Directorate of Training has developed training / refresher programmes for middle / lower level officers / officials under the '**Personality Development**' category. During the month of December, **2016** four training programmes will be organized as detailed below:-

- ❖ **Etiquettes and Civic Sense:** Two-day training programme on '*Etiquettes and Civic Sense*' is to be held on **01.12.2016 to 02.12.2016**. 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 looks forward to imbibe etiquettes in government servants through training programmes. **Nominations to be sent latest by 25.11.2016.**
- ❖ **Team Building and Group Dynamics:** A two days training programme on '*Team Building and Group Dynamics*' is to be held from **08.12.2016 to 09.12.2016**. To be a successful Team, and not simply a Group, we need to find ways to communicate, set real goals, recognize our own and each others strengths, work together and constantly look at how we are doing. Team building can be used as useful intervention strategy to develop greater organizational effectiveness. Course on Team Building and Group Dynamics covers various aspects of team building and group dynamics. **Nominations to be sent latest by 01.12.2016.**
- ❖ **Training on Self Defence for Women (Level-2):** A three days training programme on '*Self Defence for Women (Level-2)*' is to be held from **14.12.2016 to 16.12.2016**. The Directorate of Training, UTCS through its suitably designed modules, looks forward to help Government servants in self defence through this training programme. **Nominations to be sent latest by 07.12.2016.** Participants must wear loose and comfortable clothing preferably track suits and sports shoes which allow for free movement for exercises.
- ❖ **Stress Management:** A two days training programme on '*Stress Management*' is to be held from **22.12.2016 to 23.12.2016**. Modern lifestyle and competitiveness in the society both have contributed to stress situations. Coupled with a variety of situations at work place, reasons for stress multiply. This affects the output of work. Course on Stress Management is aimed at identifying situations of stress, sources of stress, impact of stress and educate participants in management of stress. **Nominations to be sent latest by 15.12.2016.**

TARGET BENEFICIARIES OF THE COURSES

These courses are designed to enhance the skills 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 under 'Training'.
4. Training is usually from 10.00 a.m to 4.30 p.m. Refreshments and lunch are included in full day trainings.
5. Contact number of the participants may kindly be sent with the nomination letter.
6. The course envisages class strength of 40 participants. In case the number of participants is below 20, the Directorate may cancel the training programmes.
7. Contact/correspondence may be made on Phone Nos. 22303844, 22308552 Fax No. 22308556 and through Email address adtrg4utcs.delhi@nic.in



(Bijai. Kardam)
Assistant Director (Trg.)-IV