

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES  
Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032  
Tele: 22388504, Fax No. 22308556, 22307822 Email: [adtrg4utcs.delhi@nic.in](mailto:adtrg4utcs.delhi@nic.in)

F. No. 8(1) (1)/2016-17/UTCS/TS-IV/24018-184

Dated: 27-12-16

To

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

Sub: Personality Development Training Programmes for February & March, 2017.

Sir/Madam,

The Directorate of Training has developed training / refresher programmes for middle / lower level officers / officials under the 'Personality Development' category. During the month of February & March, 2017 four training programmes will be organized as detailed below:-

S. no	Name of Programme	Duration	Programme Dates	Last Date for Receiving Nominations
1	Stress Management	02 days	02/02/17(Thursday) -03/02/17(Friday)	25/01/17
2	Self Defense for Women(Level-3)	03 Days	08/02/17(Wednesday)-10/02/17(Friday)	01/02/17
3	Leadership and Motivatio	02 Days	16/02/17(Thursday)-17/02/17(Friday)	09/02/17
4	Self Defense for Women(Level 1)	03 Days	01/03/17(Wednesday)- 03/03/17(Friday)	22/02/17
5	Etiquette and Civic Sense	02 Days	09/03/17(Thursday)-10/03/17(Friday)	02/03/17
6	Team Building and Group Dynamics	02 Days	16/03/17(Thursday)-17/03/17(Friday)	09/03/17

#### 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](http://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](mailto:adtrg4utcs.delhi@nic.in)



(Bijai. Kardam)

Assistant Director (Trg.)-IV

Copy to:

- 1 OSD to Chief Secretary/Principal Secretary (Training).
- 2 HOO - UTCS.
- 3 PA to Director
- 4 Asstt. Director-VI (Trg.), Dte. of Training: UTCS for uploading on the website of the Department.

Assistant Director (Trg.)-IV