

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES**  
Institutional Area, Behind Karkardooma Courts, Shahdara Delhi-110032  
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No.F.8(1)/04/UTCS/2017-18/TS-IV/13099-13245 Date: 25-08-17

To

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

**Sub: Essential Life Skills Development Training Programmes for October,2017**

The Directorate of Training has developed refresher programmes for middle / lower level officers / officials under the '**Essential Life Skills** category. which was earlier known as '**Personality Development**' category. During the month of **October, 2017. Two (2)** training programmes will be organized as detailed below :-

Sl.No.	Name of the Programme	Duration	Programme Dates	Last date of receiving nominations
1.	Interpersonal Skills: Team Building	Two day	12/10/2017 (Thursday) 13/10/2017 (Friday)	08/10/2017
2.	Empowering Women- Self Defence Skills- Level - I	Three days	25/10/2017 (Wednesday) 27/10/2017 (Friday)	23/10/2017

**TARGET BENEFICIARIES OF THE COURSES**

These Course 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](http://utcs.delhigovt.nic.in) or <http://www.delhi.gov.in/Departments/ UTCS> →  
Select '**Training**' → Select '**Training Programme**' → Select '**Refresher or Orientation Course**' → 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. For Self Defence Skills Training for Women, Participants are advised to preferably wear Track-suits and Sports Shoes.
3. Filled up Nomination 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.
4. Bio-data forms is available in the department's website [www.utcs.delhigovt.nic.in](http://www.utcs.delhigovt.nic.in) under 'Training'.
5. Training is scheduled from 10.00 a.m. to 4.30 p.m. Refreshments and lunch are included in the training.
6. Contact number of the participants may kindly be sent with the nomination letter.
7. The Course envisages class strength of 40 participants. In case the number of participants is below 20, the Directorate may cancel the Training programmes.
8. Contact/correspondence may be made on Phone Nos. 22303844, 2208552 Fax No. 22308556 and through Email address [adtrg4utcs.delhi@nic.in](mailto:adtrg4utcs.delhi@nic.in)

  
( BIJAI KARDAM )  
ASSISTANT DIRECTOR (TRG-IV)