

No.F.8(1)/04/UTCS/2017-18/TS-IV/11705-11871 Date: 27-7-17

To

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

Sub: Essential Life Skills Development Training Programmes for September, 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 **September, 2017.Four (4)** training programmes will be organized as detailed below :-

Sl.No.	Name of the Programme	Duration	Programme Dates	Last date of receiving nominations
1.	Personal Skills: Managing Hours	Two day	07/09/2017 (Thursday) 08/09/2017 (Friday)	05/09/2017
2.	Interpersonal Skills: Understanding Dos and DON'Ts in the Workplace	Two days	14/09/2017 (Thursday) 15/09/2017 (Friday)	12/09/2017
3.	Interpersonal Skills: Art of Communication	Two days	21/09/2017 (Thursday) 22/09/2017 (Friday)	19/09/2017
4.	Interpersonal Skills: Creating Leaders	Two days	28/09/2017 (Thursday) 29/09/2017 (Friday)	26/09/2017

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:

- Participants may contact the undersigned for any information/clarification on training course.
- For Self Defence Skills Training for Women, Participants are advised to preferably wear Track-suits and Sports Shoes.
- 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.
- Bio-data forms is available in the department's website www.utcs.delhigovt.nic.in under 'Training'.
- Training is scheduled from 10.00 a.m. to 4.30 p.m. Refreshments and lunch are included in the training.
- Contact number of the participants may kindly be sent with the nomination letter.
- The Course envisages class strength of 40 participants. In case the number of participants is below 20, the Directorate may cancel the Training programmes.
- Contact/correspondence may be made on Phone Nos. 22303844, 2208552 Fax No. 22308556 and through Email address adtrg4utcs.delhi@nic.in

