

No. F.8 (1) (4)/2017-18 /UTCS/TS-IV/18714-18880

Dated: 27-11-17

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

**Sub: Essential Life Skills Development Training Programmes for January, 2018**

Sir / Madam,

The Directorate of Training has developed training / refresher programmes for middle / lower level officers / officials under the '**Essential Life Skills Development**' category which was earlier known as "**Personality Development**" category. During the month of **January, 2018** three (3) training programmes will be organized as detailed below:-

| S.No. | Name of Programme                                       | Duration | Programme Dates                            | Last Date for Receiving Nominations |
|-------|---|----------|--|-------------------------------------|
| 1     | Interpersonal Skills :<br><b>Art of Communication</b>   | 02 Days  | 04.01.18(Thursday) -<br>07.07.17 (Friday)  | 02.01.2018                          |
| 2     | Interpersonal Skills :<br><b>Creating Leaders</b>       | 02 Days  | 04.01.18(Thursday) -<br>07.07.17 (Friday)  | 09.01.2018                          |
| 3     | Empowering Woman-<br><b>Self Defence Skills Level-1</b> | 03 Days  | 17.01.18(Wednesday) -<br>19.01.18 (Friday) | 15.01.2018                          |

**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 or more 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 Bio-data forms of nominated officials may be forwarded by department / may be filled by participants at the time of registration at 9.45 AM on the first day.
4. Bio-data form 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 AM to 4.30 PM. Refreshments & lunch is included in full day trainings.
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, 22308552 Fax No. 22308556 and through eMail ID: [adtrg4utcs.delhi@nic.in](mailto:adtrg4utcs.delhi@nic.in) .

(BIJAI KARDAM)  
Assistant Director (Trg-IV)  
E-mail ID: [adtrg4utcs.delhi@nic.in](mailto:adtrg4utcs.delhi@nic.in)  
Ph.011-22308552