Sub: - Personality Development Training Programmes for September 2016.

Please find enclosed herewith a copy of below mentioned letter received from Directorate of Training, UTCS, Govt. of NCT of Delhi, Institutional Area, Shahdara, Delhi-32 :-

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Circular Number</th>
<th>Subject &amp; Schedule</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>F.No.UTCS-1011/3/2016-TRAINING IV/O/o PR.SECRETARY (UTCS)</td>
<td>Personality Development Training Programmes for 2016:-</td>
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<td>(a) Training Course on “Team Building and Group Dynamics” to be held from 08.09.2016 to 09.09.2016.</td>
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<td>(b) Training Course on “Stress Management” to be held from 22.09.2016 to 23.09.2016.</td>
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</table>

Therefore, all R.Ds.E./D.Ds.E. of District/Branch Incharges of Head Quarter are requested to forward the nomination/application of only One eligible and willing Officer/official (if any), directly to Directorate of Training, UTCS, GNCT of Delhi.

Further, it may also be ensured that regular/routine work will not be hampered.

Encls: As above

Copy to:-
1. PS to Secretary (Education), GNCT of Delhi, Delhi
2. PS to Director, Directorate of Education, Delhi.
3. PA to Spl.DE (Coordination), Directorate of Education, Delhi.
4. PA to Addl. Director of Education (Admin), Directorate of Education.
5. All R.DsE/DDsE of Districts, Directorate of Education, Delhi (through website).
6. All Branches of HQ, Directorate of Education, Delhi (through website).
7. Asst. Director (Trg.-IV)/LO, UTCS, East Arjun Nagar, Shahdara
8. OS (IT) with the request to upload the Circular on the website of Department.
To All HODs / Local/ Autonomous Bodies and Corporations, Government of NCT of Delhi.

Sub: Personality Development Training Programmes for September, 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 September, 2016, two training programmes on the following will be organized as detailed below:-

Team Building and Group Dynamics: A two days training programme on 'Team Building and Group Dynamics' is to be held from 08.09.2016 to 09.09.2016. 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 01.09.2016.

Stress Management: A two days training programme on 'Stress Management' is to be held from 22.09.2016 to 23.09.2016. 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 15.09.2016.

TARGET BENEFICIARIES OF THE COURSES

These courses are designed to enhance the skills set 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.

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. Participants are expected to attend each day of the course. Absenteeism shall be intimated to the nominating department.
3. Participants are expected to be interactive, encouraged to raise questions and get their doubts cleared.
4. 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.
5. Bio-data form is available in the department’s website www.utcs.delhigovt.nic.in under ‘Training’.
6. Training is usually from 10.00 a.m to 4.30 p.m. Refreshments and lunch are included in full day trainings.
7. Contact number of the participants may kindly be sent with the nomination letter.
8. The course envisages class strength of 40 participants. In case the number of participants is below 20, the Directorate may cancel the training programmes.
9. Contact/correspondence may be made on Phone Nos. 22303844, Fax No. 22308556 and through Email address adtr4utcs.delhi@nic.in.
10. All the programmes shall be conducted at the Directorate of Training: UTCS, Institutional Area, Behind Karkardooma Courts, Shadara Delhi-110032.

Copy to:

Asstt. Director-VI (Trg.), Dte. of Training: UTCS for uploading on the website of the Department.

Assistant Director (Trg.)-IV
Tele: 22303844

Signature valid
Digitally signed by
BHUPENDER KUMAR PURI
Date: 2016.07.25 14:01:16 IST
Reason: Approve