**DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES**

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**

Institutional Area, Shahdara, Behind Karkardooma Courts, Shahdara Delhi

**LEARNING UNITS OF TRAINING SESSIONS ON “PERSONAL SKILLS: MANAGING STRESS AND ANGER”**

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| Name of the Package of Courses | **Essential Life Skills** |
| Duration of the Course  | Two days |
| Number of Sessions | 8 (Eight) |
| Name of Course Coordinator  | Assistant Director - IV |
| **Enabling Objectives** | Contents & Sequence |  |
| **DAY – 1**  |
| **Session – I**  | **Understanding Stress**  |
| (10.00 am- 11.15am) **An overview** | * + Symptoms, Reactions & Response
	+ Types of Stress
	+ Historical and psychological perspective
	+ Complexities and competitiveness of the modern world
 |
| **Session - II** | **Stress & Personalities** |
| (11.30 am- 12.45 pm) **Personality description on Stress** | **Personalities*** + Stress Inviting
	+ Stress Rejecting
	+ Stress Driven
	+ Stress Dominated
	+ Stress Apprehensive
 |
| **Session – III** (01.45 pm- 03.00 pm) | **Causes of Stress, factors enhancing it and related remedies** |
| **Knowledge of causes and remedies** | **Physical aspects*** + Ergonomics
	+ Nutrition
	+ Sleep / rest
	+ Environmental (workplace)
 |
| **Session – IV** | **Causes of Stress, factors enhancing it and related remedies (Contd)** |
| (03.15 pm- 04.30 pm) **Knowledge of causes and remedies** | **Mental and social aspects** * + Psychological / emotional
	+ Mindset, Habits, Practices
	+ Changing attitude
	+ Wellness Paradigm
	+ Response – Acceptance or Burden
	+ Prejudices / divisions
 |
| DAY – 2  |
| **Session – V** | **Situations of Stress at workplace and remedies** |
| (10.00 am- 11.15am) **Work Oriented Stress** | * + Stress due to non-systematic work
	+ Competency and skills matters
	+ Stress due to time Management
	+ Stress due to over acceptance
 |
| **Session – VI** (11.30 am- 12.45 pm) | **Situations of Stress at workplace and remedies (cont)** |
| **Stress due to Relationship problem** | * + Interpersonal relation
	+ Varied perceptions
	+ Work cultural and lobbying
	+ Insufficient communication
 |
| **Session - VII** | **Stress Management Techniques** |
| (01.45 pm- 03.00 pm) **Technical dealing of stress** | * + Sharing & discussion
	+ SWOT analysis
	+ Fun distractions –
* Art - Music / Dance / Painting
* Humour/ Reading Books
* Yoga and Meditation,
* Playing and sports
 |
| **Session – VIII** (03.15 pm- 04.30 pm) | **Stress Management Techniques (cont)** |
| **Relaxation Techniques Mindfulness** | Concept and its use in Managing Stress & Anger. |