**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. | | |