

SHORT TERM COURSE

ON

Emotional Intelligence for Organisational Excellence

Organised by Department of Humanities and Social Sciences

Indian Institute of Technology Kharagpur, 721302, India

(2 – 4 November 2015)

Objectives of the Course

“Intelligence Quotient (IQ) gets you hired but Emotional Quotient (EQ) gets you promoted”. This popular quote by Times Magazine during late Nineties has made the concept of emotional intelligence more popular among people by highlighting its multiple implications and applications. The uses and utility of emotional intelligence in home, school and workplace have benefited thousands in many disciplines. This course is designed to sensitise the participants about the concept, theory and applications of emotional intelligence. The participants will get to know the added advantage of EQ-the software of the brain over the hardware (IQ). This programme will also explore how our hearts rule over our heads for creative creation. It will also focus on how various principles of emotional intelligence guide us in different contexts of life. The awareness about the credo of emotional intelligence will develop insights into self-regulation and realization of one’s optimum potentials for better performance. The participants will come to know about many unknowns of life, which will further help them to enhance their awareness to be effective on their roles. The course will offer useful lessons with the help of practical exercises, games, audio-visual instruments, case studies, classroom interaction to show the road map how to foster emotional intelligence in organisation for achieving optimal performance.

Course Content

1. Emotion : nature, characteristics and influences
2. Introduction to Intelligence: Concept, Nature, Characteristics, and Types
3. Emotional Intelligence (EI): Concept, Nature and Characteristic
4. Emotional Intelligence: Theories, Models, and Applications
5. Emotional Intelligence, Leadership and Organisational effectiveness
6. Assessments and Intervention of EI
7. Interpersonal effectiveness & Social Support
8. Self - development through Self-renewal
9. Developing Resilience, Self Esteem and optimism
10. Developing Assertiveness
11. Anger Management
12. Handling Stress
13. Self & Impression Management behaviour
14. Negotiation and Conflict Management
15. Enhancing health, happiness and well-being

Faculty

Experienced faculty from IIT Kharagpur and expert from industry and reputed institute will be involved in this programme to enrich and educate the participants on various topics covered within the scope of the EQ.

Pedagogy: Lecture through audio-visual presentation, simulation, structure exercise, Group discussion, games, case analysis, and with interactive-brain storming sessions

Eligibility: Graduation /Post Graduation

No. Of Participants: 30

Course Fees

Academic Faculty: Rs. 8,000, Students: 6000/-

NGO Executives/ Private Practitioners: Rs.10, 000/-

Industry Participants: Rs. 15,000/-

Foreign Participants: Rs.30, 000/-

Participants are required to prepare a Demand Draft of the course fees in favour of **CEP-STC, IIT Kharagpur**, payable at Kharagpur from a nationalized bank. Participants can directly deposit to IIT Kharagpur Account.

Account Name: CEP-STC, IIT Kharagpur Account Number: 95562200002955 Bank Name: SYNDICATE BANK Bank Branch Name: SRIC, IIT KHARAGPUR (Branch Code: 9556) IFSC Code: SYNB0009556 (used for RTGS and NEFT Transactions) Swift Code: SYN BIN BB 120 PAN: AAAJ10323G

Course fees include tool kit and other course materials only. Accommodation and food will be charged separately.

How to Apply

Interested participants should download and submit the completed application form in a prescribed format given below, which is available online or a hard copy to the coordinator at coordinator's mailing address.

Accommodation

Guest house facilities are available in our campus varying from Rs. 200/- to 1200/- per day. Participant can book in advance on payment basis.

Certificate

Each of the participants will receive a certificate from the Dean, Continuing Education, IIT Kharagpur on completion of the course.

How to Reach Kharagpur

IIT Kharagpur is 5 km distance from Kharagpur railway station. Taxi, Auto-rickshaw and cycle rickshaw are available 24 hours. The nearest airport is the NSCB international airport, Kolkata and the distance is approximately 150km distance from Kharagpur. It takes around 2.5hours on road journey. Trains are available in every 30 minutes to Kharagpur from Kolkata.

Mailing Address

Dr. Rabindra Kumar Pradhan, Associate Professor
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Dept of Humanities and Social Sciences,
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Fax:03222-255303/282280
Email: rkpradhan@hss.iitkgp.ernet.in; rabi2020@gmail.com

Important Dates

Last date for receiving application: 13 October 2015
Intimation to Participants: 15 October 2015
Course Dates: 2 - 4 November 2015

About the Course Coordinator

Dr R K Pradhan is a well known Trainer in India in the field of OB & HR. He is having more than 15 years of experience in Training, Teaching and Research. He has received the [Best Trainer Award-2012](#), for excellence in training from ISTD Hyderabad Chapter and [Best Teacher Award-2013](#) from ISTD, Kolkata Chapter for his outstanding contribution towards HR Training & Development. His diverse exposure and interaction to a wide spectrum of people and organizations such as in Military, Academics, Industry and NGO has brought in a multi -faceted expertise to impart and deliver impactful training to motivated and capable trainers to become Master Trainers.

Besides, Dr. Pradhan has published 04 book and 50 research articles in reputed journals, books, magazines, news papers. He is a member of several professional bodies and Associations such as ISTD, NHRDN, APA, IAAP, IACCP, NAOP, IScC, etc.

Application Form
SHORT TERM COURSE

On

EMOTIONAL INTELLIGENCE FOR ORGANIZATIONAL EXCELLENCE

(2 -4 November 2015)

Organised by Dept of HSS, IIT Kharagpur

1. Name:
2. Age:
3. Sex:
4. Experience:
5. Designation:
6. Name of the Institution /Organization:
7. Address for communication:
8. Highest academic qualification:
9. Phone No:
10. Fax No.:
11. Email:
12. Draft Details: Amount: _____, DD No. _____,
Date of Issue: _____, Issuing Bank: _____

Date:

Signature of Applicant

Approval for Candidates/Sponsorship

We approve the above applicant as a candidate/ sponsor for the short-term course on “**Emotional Intelligence for Organizational Excellence**” being organised by Dept of HSS, IIT Kharagpur at Kharagpur during 2- 4 November 2015.

Date:

**Signature and seal of
approving/sponsoring Authority**