



मानव संसाधन प्रबंधन एकक
भारतीय कृषि अनुसंधान परिषद
कृषि अनुसंधान भवन-II, नई दिल्ली-110012

F.No. HRM-3(27)/2021-KAB. /150

Dated: 10 September, 2021

OFFICE MEMORANDUM

Subject:-Online Training Programme on “Emotional Intelligence at Workplace” for Scientists/ Technologists to be sponsored and organised by Department of Science and Technology (DST), New Delhi to be held between 20-24 September, 2021 reg

Centre for Organization Development (COD), Hyderabad has invited nominations for online Training Programme on “Emotional Intelligence at Workplace” for Scientists/ Technologists to be held between 20-24 September, 2021. The programme is designed to enable the participants appreciate the practical applications of Emotional Intelligence (EI) and to equip the participants reflect on and develop their Emotional Intelligence at Workplace.

The programme is fully sponsored and funded by Department of Science and Technology (DST), Ministry of Science and Technology, Government of India. Nominating Institutions and participants need not pay any fee for this programme. The last date for sending nominations to the Centre for Organization Development (COD) is 16 September, 2021.

The Institute may nominate the suitable officers for Training programme directly under intimation to HRM Unit. The Brochure and Nomination form are enclosed. The Brochure and Nomination form may be downloaded from ICAR website under Col. Circular/HRM Unit.

The Officers who have already attended this Training Programme need not apply. The applicants will not be allowed to withdraw their nominations after acceptance by Centre for Organization Development (COD), Hyderabad.


(N K Jain)

Principal Scientist (HRM)

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Distribution:-

1. All Officers/ Sections of ICAR HQs at KB/KAB-I&II/ NASC, New Delhi
2. All Directors of ICAR Institutes
3. All HRD Nodal Officers of the ICAR Institutes
4. ICAR Portal/HRM Portal
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e-training Program on

Emotional Intelligence at Workplace for Scientists and Technologists

September 20-24, 2021

Sponsored by
Department of Science and Technology,
Ministry of Science & Technology, Government of India


Centre for Organization Development
Empowering Executives and Enterprises

Program Directors: Dr. Anuradha Rao | Prof. Lalitha Akundi

Perspective

- ☞ Emotional Intelligence (EI) matters.
- ☞ EI is the hidden advantage.
- ☞ EI is one of the predictors of job performance.
- ☞ EI improves both productivity and psychological well-being in the workplace.
- ☞ EI is the most crucial determinant of success in the workplace.
- ☞ EI is the ability of a person to use emotions as guiding tool for personal and interpersonal effectiveness.
- ☞ Scientific organizations in the west have realized that EI plays a dominant role in enhancing the performance of Scientists / Technologists.

Workplace has become the field of competition, demands, pressures, interpersonal difficulties, and simply to put roller coaster ride. Workplace challenges are self- created or experienced from others. If one wants to succeed one must have the ability to respond positively to such challenges. Otherwise, it may lead to emotional disturbances in the form of frustration, anger, anxiety etc., which in turn affect individual productivity. Therefore, emotional intelligence (EI) is considered to be a critical competence for scientists / technologists.

Objectives

- ☞ To enable participants appreciate the practical applications of Emotional Intelligence (EI)
- ☞ To equip participants reflect on and develop their EI at workplace

Contents

- ☞ Emotional Intelligence: An Overview
- ☞ Managing Emotions
- ☞ Measuring Emotional Intelligence
- ☞ Motivating Self and Others
- ☞ Self-Awareness
- ☞ Working in Teams
- ☞ Managing Differences
- ☞ Stress Management



Methodology

All the sessions will be highly interactive in order to harness maximum learnings from everyone's experiences. Multiple methods will be used such as Lectures & Presentations, Case Studies, Video Clippings, Interactive Sessions, online activities/ games, Psychometric Questionnaire, Group Discussions etc.

Target Group

Target group/prospective participants are Scientists/technologists holding scientific posts/working in Scientific Ministries/ Departments of Govt. of India and State Governments, Autonomous Institutions/ Public Sector Undertakings of Central/State Governments, Research and Development Institutions/Research Laboratories of Central/ State Governments, Central/State universities, State Science & Technology Councils. Academicians/Professors who are having PhD/MTech degrees and actively involved in research & development (R&D) will be selected as participants to the program.

Duration

Monday, September 20 to Friday, September 24, 2021

Sponsorship

The program is fully sponsored and funded by DST, GoI. **Nominating Institutions and participants NEED NOT pay any fee.**

Certificate Of Participation

The Centre issues a Certificate of Participation upon the conclusion of the Program.

Last date for nomination

September 17, 2021. This program attracts large number of nominations. You are requested to send your nomination well in advance to upendra@codhyd.org we accept nominations on first come first serve basis, subject to all applicable conditions.

Cod Alumni Association

Participants of the program will automatically become members of COD Alumni Association.

Programme Director



Dr Anuradha Rao has over 27 years of Human Resources experience. She has held several corporate leadership positions with GE Capital International Services (as Operations Training Leader), IBM (Training Leader for BTO Operations), Mphasis (HR Director for international and India business), Genpact (Training Leader, China, where she transitioned and customized the L&D curriculum for the region and served as interim HR

Dr Anuradha Rao

Professor in HR and OB& OD, COD

Director), and Deutsche Bank.

Dr Rao has a PhD in English Literature from the Central Institute of English and Foreign Languages; a diploma in Journalism; and has received training on Methods and Methodologies of Learning and Content Development. She is accredited to implement the MBTI and DISC psychometric tools and is a certified facilitator of the Franklin Covey Group's reputed Performance Leadership Program and 7 Habits of Highly Effective People courses. She is also a certified Master Practitioner of Neurolinguistic Programming by the National Federation of Neurolinguistic Programming, Florida, and a Certified Coach by the Neuro Leadership Group.



Prof. A. Lalitha

Assistant Professor in OB, OD& HR, COD

OBC; LIC; HPCL; and the Afghanistan Ministry of Finance.

Prof Akundi specialises in activity-based, experiential learning in Time Management; Mentoring & Coaching; Team Building & Development; Emotional Intelligence; Interpersonal Skills; Awareness & Understanding of Self; Building Positive Organizational Culture; Leadership Vision; Situational & Value-based Leadership; Personal Effectiveness; Trust in Leadership & Organizations; Organizational Climate; Women at Work; and Conflict Resolution.

She has conducted Organizational Climate Surveys for the public sector; led training program evaluations at AMR-APARD; and prepared HR manuals for APMDC, NMDC, ePragati and NMDC-CMDC, and published many academic papers and articles. Her areas of interest include OD, OB, Public Policy, Women in Management, and Training Evaluation and ROI.



Get in touch with us!

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Centre for Organization Development

Empowering Executives and Enterprises

EXPERIENCE/POSTINGS FROM LEVEL SCIENTIST 'B' ONWARDS (IN GROUP 'A')				
SL. No.	NAME OF THE ORGANISATION	POST HELD	FROM	TO

TRAINING ATTENDED				
SL. No.	YEAR	NAME OF THE TRAINING PROGRAMME	NAME OF THE INSTITUTE	DURATION
SPECIFIC AREA IN WHICH SKILL UPGRADATION DESIRED		1. 2. 3.		

RECOMMENDATION BY THE CONTROLLING OFFICER

Signature of the Candidate

**(SIGNATURE OF THE RECOMMENDING OFFICER)
(Name & Designation with Seal)**

Annexure-C

BIODATA

NAME Prof./Dr./Mr./Ms.															
DESIGNATION :															
ORGANISATION :															
DATE OF ENTRY IN GOVT. SERVICE (AS GROUP 'A')															
CATEGORY (GENERAL / SC / ST / OBC)															
DATE OF BIRTH								SEX(M/F)							
PRESENT PAY								GRADE PAY :							
COMPLETE ADDRESS (OFFICE)															
COMPLETE ADDRESS (RESIDENCE)															
CONTACT DETAILS	PHONE(O)	PHONE(R)	MOBILE No.	E-MAIL											

EDUCATIONAL / PROFESSIONAL QUALIFICATIONS (GRADUATION ONWARDS)					
SL. No.	EXAMINATION/ DEGREE	UNIVERSITY/ INSTITUTE	YEAR	SUBJECT	DIVISION/PERCENTAGE OF MARKS

EXPERIENCE/POSTINGS (IN GROUP 'A') (FROM THE LEVEL OF SCIENTIST - 'B' ONWARDS)					
SL. No.	NAME OF THE ORGANISATION	DESIGNATION	FROM	TO	DUTY PERFORMED

TRAINING ATTENDED				
SL. No.	YEAR	NAME OF THE TRAINING PROGRAMME	NAME OF THE INSTITUTE	DURATION

RESEARCH EXPERIENCE				
SL. No.	YEAR	TOPIC OF RESEARCH	SPONSORING AGENCY	GIST OF RESEARCH

PAPER PUBLISHED				
SL. No.	YEAR	TOPIC OF PAPER / BOOK	GIST OF PAPER/BOOK	NAME OF JOURNAL/ MAGAZINE/PUBLISHER

Briefly give details of significant contribution made by you in the field of Science & Technology during your Service career (200 words).

Date :

(Signature of the Candidate)