

To

Director

For Kind Approval

Sub: Budget for Workshop on Emotional intelligence

A workshop is scheduled on 9-9-2019, on Emotional Intelligence name of Ms. Bina Sekar has agreed to conduct the workshop which is facilitated by Dr. Uma warrier and Dr. Suvarna Parasnis. Bina Sekhar is a learning professional with over 15 years of experience in Learning Consulting, Learning Facilitation, Coaching and Mentoring. She has been consulting and delivering learning programs for major IT companies Like IBM, Microsoft, Qualcomm, Infosys, Novell etc. Bina is also a Corporate Coach and has been involved in Coaching Senior Managers in some of the big IT companies on Leadership. She currently facilitates Leadership Development Programs, Advance Comm. Skills for Leaders, Women’s Leadership Development Programs, Teaming, Coaching for Performance and Emotional Intelligence Programs. The following are the requirements for the same.

Sl	Details	Units	Amount in Rupees
1	Honararium	2	3000.00
2	Gifts/Momento to the Speaker	2	1000.00
3	Coffee / Tea & Snacks for Faculty Participants		1000.00

Total in Words: ---5000.00

Respected Director, your kind approval is requested for conducting the workshop and expected expenses of Rs.5000/- towards the same.

Dean has recommended this proposal.

Kind Regards

Faculty Co-Ordinator

Dean

Director

Approval Authority

Approval Authority
Signature

Signature

Name of the Facilitator:

Schedule:9 -9 2019 8:40 – 11:00

**Workshop on
EMOTIONAL INTELLIGENCE**

CONDUCTED BY

Ms. Bina Sekhar

09/09/2019

SEMESTER: 3rd

TIME: 08:40AM-11.00AM

Faculty Facilitator: Dr.UmaWarrier/Dr. Suvarna Parasnis



Context

The Intrapersonal Effectiveness is developed through understanding and analyzing self, self - disclosure-sharing self with others, and trust, develop ability to set goals and managing stress. The Interpersonal effectiveness skills are developed through understanding and managing diversity and effective listening skills. The Human relation skills help support in developing persuasion skills and effectively communicating with others with the acquisition of Negotiation

and Conflict management skills in Organizational context. The interpersonal effectiveness develops the leadership skills as well develops the art of delegation.

The stated learning outcomes of the Human Relations Skills course (offered to 3rd Semester CHR/FHR/MHR Students) are:

1. To provide students with opportunities to explore skills and to develop others as an effective human resource executive.
2. To allow participants hands – on experience in the HR skills and increase their self-efficacy in tasks and duties relating to human resource development and management.
3. To develop participants’ skills for influencing & managing individuals and groups, thereby enhancing human relations skills for improved performance at the workplace.
4. To learn the various skills and practice them

It was understood that the understanding of the self-awareness leads to the skill of how one manages his or her emotions intelligently. This workshop was a result of the theoretical understanding and the practical orientation of Emotional Intelligence to the students.



Fig 1.1: Guest Explaining on the EI & The Iceberg Metapho, Workshop Titled "Emotional Intelligence: Introduction, Role, Workplace Performance", Conducted by Ms. Bina Sekhar On 09/09/2019 For semester: 3rd Semester MBA Core HR/FHR/MHR Specialization.

Bina Sekhar is a learning professional with over 15 years of experience in Learning Consulting, Learning Facilitation, Coaching and Mentoring. She has been consulting and delivering learning programs for major IT companies Like IBM, Microsoft, Qualcomm, Infosys, Novell etc. Bina is also a Corporate Coach and has been involved in Coaching Senior Managers in some of the big IT companies on Leadership. She currently facilitates Leadership Development Programs, Advance Comm. Skills for Leaders, Women's Leadership Development Programs, Teaming, Coaching for Performance and Emotional Intelligence Programs. She is also one of the Learning Partners for Wilson Learning an Organisation involved in Performance Improvement Solutions across the Globe. Bina is a Certified Consultant on Emotional Intelligence. She is extremely passionate about this topic and is focused on helping leaders to capitalize on the power of EI for effective Leadership. She is also a certified MBTI Practitioner. Bina has a Post Graduate Diploma in Educational Administration a Bachelor's degree in Commerce, a Bachelor's Degree in Education and a Diploma in Counselling from the Blackford Center for Counselling, UK. She is one of the partners of Global Leadership Partners an organisation involved in releasing potential and creating Leaders. She is based in Bangalore, India.



Fig 1.2: Emotional Intelligence Workshop Titled "Emotional Intelligence: Introduction, Role, Workplace Performance", Conducted by Ms. Bina Sekhar On 09/09/2019 Forsemester: 3rd Semester MBA Core HR/FHR/MHR Specialization

Participation:

The workshop was conducted for 3rd Semester students of Core HR/FHR/MHR specialization.

In all 115 students participated in the workshop.

Workshop Details:

Title: "Emotional Intelligence: Introduction, Role, Workplace Performance"

Duration: 2 hours

Details:

The topic of the workshop was "Emotional Intelligence: Introduction, Role, Workplace Performance "

The main aim of the workshop was to make the students understand the concept of emotional intelligence and learn the techniques of handling emotions intelligently.



Fig 1.3: Emotional Intelligence Workshop Titled "Emotional Intelligence: Introduction, Role, Workplace Performance", Conducted by Ms. Bina Sekhar On 09/09/2019 Forsemester: 3rd Semester MBA Core HR/FHR/MHR Specialization

The workshop started with a welcome and a brief on the sessions topic emotional intelligence. The guest Ms. Bina Sekhar was welcomed by Area Chair Dr. Uma Warriar.

Dr. Uma Warriar briefed the students on how emotions hijack a person's thinking and overpowers his/her rational thinking, which impacts his/her behavior. For this she quoted a real story. This directed the session to a seriousness of the topic.

After this Ms. Bina took over and started the session with an interesting activity, by asking students to make the group of 10 and discuss how do you feel today morning. And then she asked about the kind of feelings everyone has today.



Fig 1.4: Emotional Intelligence Workshop Titled "Emotional Intelligence: Introduction, Role, Workplace Performance", Conducted by Ms. Bina Sekhar On 09/09/2019 Forsemester: 3rd Semester MBA Core HR/FHR/MHR Specialization

The she directed the session towards the topic what kind of emotions each one has and how it impacts on each one of us, and our behavior. She discussed how he emotions are important, but as she said no one of us even bother about to thinks and bother about it.

Starting with the introduction of Emotional Intelligence as what is emotional Intelligence, she took it forward to Why it is important and how to manage our emotions?



Fig 1.5: Guest speaker explain on the Emotions & Behavior Outcome, Emotional Intelligence Workshop Titled "Emotional Intelligence: Introduction, Role, Workplace Performance", Conducted by Ms. Bina Sekhar On 09/09/2019 For semester: 3rd Semester MBA Core HR/FHR/MHR Specialization

She explained the brief evolution of the concept and term Emotional Intelligence. While explaining this she quoted very apt practical real life situations. She explained five main takeaways for the students as:

1. Respond than react
2. Express the positive and negative emotions at the right person, right time, right occasion without being judgmental accusable and labelling.
3. Be soft on person and hard on problem
4. Do not judge others based on your values influence them
5. Be sensitive and the feelings of others

While explaining this she conducted one exercise of pushing to the wall, where she made the participants to feel the aggressiveness in one's thoughts. To manage these kind of situations she explained the technique of “**Jijitsu**” demonstrated how to step away and handle your emotions.

She explained that how we react without understanding the depth of other important factors like the values, beliefs, perceptions, past experiences, culture and the education of a person. To manage our emotions intelligently one should give time to understand the person with all these factors and then should respond. She used a beautiful doll structure to explain this concept.

At the end she explained the **Genos model** of Emotional Intelligence, where how the emotional intelligence impacts the behavior and how it enhances the behavior of the person was explained.



**Fig 1.6: Emotional Intelligence Workshop Titled "Emotional Intelligence: Introduction, Role, Workplace Performance", Conducted by Ms. Bina Sekhar On 09/09/2019
Foresemester: 3rd Semester MBA Core HR/FHR/MHR Specialization**

Conclusion:

The session was concluded by Aparna a student MHR by stating the take ways and the learning from the workshop. To conclude, it was a very informative and interactive workshop where the students understood the importance of emotional intelligence as a skill can be acquired and practiced to handle the emotions effectively. Since various real time examples were shared the students were able to connect it to the actual real life situations. It was a good practical orientation for the students.

Feedback Analysis:

The workshop overall was well received by the students.

	Wt Score ▶	5	4	3	2	1				
Questions to Map Pos	List of Pos & PSOs	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Total	Wt. Score	Max score	%age
The Workshop helped me to learn new / Improve new skill and competency	PO1 PO5 PO7	19	24	6	10	3	62	232	310	75%
The workshops objectives were clearly stated and achieved	PO1 PO5 PO7	15	26	3	12	6	62	218	310	70%
The workshops content & coverage was relevant	PO5 PO7	26	21	5	4	6	62	243	310	78%
The time was well managed during the workshops		25	24	3	10	0	62	250	310	81%
The facilitator of the workshop was knowledgeable & resourceful	PO1	26	23	6	4	3	62	251	310	81%

Attainment Calculation:

POs	Q1	Q2	Q3	Q4	Q5	Captured By	Total Attainment Score	Level Achieved
PO1	75%	70%			81%	Q1 Q2 Q5	75%	3
PO2								
PO3								
PO4								
PO5	75%	70%	78%			Q1 Q2 Q3	75%	3
PO6								
PO7	75%	70%	78%			Q1 Q2 Q3	75%	3
PSO1								
PSO2								
PSO3								

Feedback analysis:24 good, 35 excellent, 3 average total= 62 total

Feedback:

- The topic was very clearly explained by the speaker.
- Would love to have her again. Would like to have leadership workshops from her.
- Interactive session, helped in developing EI