

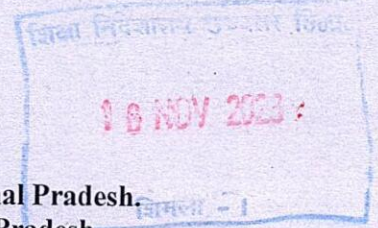
No. EDN-H (21) B (15) 47/2023-(ALL TYPE TRAININGS)-

Directorate of Higher Education

Himachal Pradesh, Shimla-1

Telephone No. 0177-2653575, Extn. 234, Fax: 2812882.

E-mail: dhe-sml-hp@gov.in, genbr@rediffmail.com



Dated: Shimla-171001, the _____ November, 2023

To

- 1 All the Principals, Government Degree Colleges, in Himachal Pradesh.
- 2 All the Deputy Director of Higher Education, in Himachal Pradesh.

Subject: - Workshop on Emotional Intelligence & Human Factor at Puducherry.

Please find enclosed herewith copies of Ref. No. EIL/02/24-dated: 20/10 /2023 received from the Director, National Academy of Human Resource Development, Office: A-304, Ground Floor, Defence Colony, New-Delhi on the subject cited above.

In this connection, you are hereby directed to make wide publicity amongst the field functionaries for above said programme. The willingness candidates may apply for the same at their own cost on voluntary & self-training basis. The participation fee for residential participant covers the cost of lodging, boarding, meals and study material of the participants. In case of single occupancy, spouse/family members are welcome on additional all inclusive nominal charges. Further, it is informed that information related to training programme is available on website: www.nahrd.in.

For further information or clarification you can contact Mr. Rohit Agarwal, E-mail: rohit@nahrd.in Phone No. +91 98730-57803 and Mr. Vivek Manchanda, E-mail: vivek@nahrd.in Phone No. +91 96507 45789. The nomination may be send through post/E-mail by providing participants' name, designation, contact number and e-mail ID alongwith Demand Draft in favour of National Academy of Human Resource Development payable at New-Delhi. The participation fee is to be paid at the time of nomination. The nomination form can be downloaded for above said website.

Enclosures: 03 Pages.

Director of Higher Education
Himachal Pradesh, Shimla-1

Endorsement No. Even, Dated: Shimla-1, the _____ November, 2023

Copy for information to:

- 1 The Director, National Academy of Human Resource Development, Office: A-304, Ground Floor, Defence Colony, New-Delhi-110024 refer to his/her Reference Number referred above.
- 2 The Technical Officer (Computer/IT Cell), Directorate of Higher Education, Himachal Pradesh to upload the letter on Departmental Website.
- 3 Guard file.

Director of Higher Education
Himachal Pradesh, Shimla-1

Ref: EIL/02/24

20.10.2023

Officer I/c (HRD/Training/Learning & Development)
Directorate of Higher Education, H. P.
Shimla,
Himachal Pradesh-171001



WORKSHOP ON EMOTIONAL INTELLIGENCE & HUMAN FACTORS AT PUDUCHERRY

National Academy of Human Resource Development (NAHRD) was established to deliver competency-enhancing learning to officials of Central Government, State Governments, Public Sector Undertakings, Autonomous Bodies, Banks, Insurance Companies, etc. We have organized large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations across the country.

A workshop on **Emotional Intelligence & Human Factors** is being organized by NAHRD from **04.02.2024 to 07.02.2024** at **Puducherry**.

Emotional intelligence training allows to model better behavior, work directly with employees on applying skills to work situations, and provide a space for open reflection on the topic. It also communicates the seriousness of the topic to those who may not realize its importance. This study tries to identify the human factors which can affect the productivity of employees' as well as organization. It describes the thrust areas of an emotionally intelligent person. It is a well-known fact that a committed, productive and dedicated Human Resources provides a competitive edge to the organization. Though we realise the importance of Human Resources- imperative to the growth and success of the organisation, still the 80% of the accidents are caused due to the Human failures and negligence. This workshop aims at identifying human capabilities & Limitations, and influencing Human behaviour for Organisational Success keeping the focus around the ergonomics of Job, Tasks, environment, culture and individual characteristics that is largely the interplay of Human Factors. By applying the principles of Human factor learnt in the workshop. After the workshop the participants shall have updated themselves in the following aspects:

- Identifying and optimizing PIFs-Performance Influencing factors
- Exploring and internalising one's capabilities, strengths, limitations
- Building the ownership and accountability attitude
- Identifying triggers of stress and factors managing it.
- Knowing the Power of communication, listening & decision making.
- Emphasizing on Team work and collective growth
- Knowing of Ergonomics of work-machine, computers, software, lighting
- Associating actions with outcomes
- Establishing Importance of approved and standard procedures
- Developing self-motivation even when things are not happening the way we want
- Expressing emotions so that relationships get built and not destroyed
- Role of Leaders in Human Resources. Operations & Administration, Health and Safety to create a positive influence on employees

Prof. K. K. K.
3/1/24

Workshop Methodology

The workshop will be organized on highly participative lines. The training methods will include lectures, group discussions, exercises, presentations, case studies, role-plays etc.

Faculty

Smt. Shivani Garg Sabharwal is a Management & Behavioral Training Consultant. A Dale Carnegie Certified and armed with a Post Graduate Diploma in Business Administration, she has facilitated around 1200 plus hours of classroom delivery. With an experience of more than 15 years in the corporate world and certification in program 'Seven Habits of highly Effective People', she has delivered workshops as well as managed and trained teams of trainers. She carries an appropriate blend of corporate and training experience. The drive to apply management concepts taught in institutes to actual day working of the organizations is the rationale behind her trainings. She is a competent result-oriented HR professional and has handled various HR Functions ranging from recruitment to performance management and on boarding to off boarding the employees. She possesses excellent interpersonal, communication and organizational skills with proven abilities, problem solving and learning. She has successfully designed and delivered workshops for various levels of participants and her sessions have been widely appreciated across industries.

Mr. Roshan Suhail is the founder and Lead Trainer at Speak India. He is an inspiring keynote speaker and a corporate trainer. He is also a Cambridge CELTA Certified Trainer with specialization to deal communication-intensive situations and to empower people to use effective communication strategies, methods, tools, and language that produce desired results. He has more than 15 years of experience in training people from across industries. He conducts corporate training programs on a variety of topics like Communication skills, Leadership, Customer Care, Organizational Values, Sales Effectiveness, Emotional Intelligence, Team Building, Change Management, Executive Presence, and many more. His programs are designed around his core philosophy E3: Energize, Educate, and Entertain. Each of his motivating sessions leaves his audience supercharged, ready to act, and wanting to excel. He had conducted sessions for various companies like Canara Bank, HSBC Life Insurance, NTPC, YKK, NGK, Lloyd, JK Cement, Shree Cement, Wonder Cement, Subros, TEVA, Springwell, and institutions like Delhi University, GLA, Tecnia and many more.

Multiple workshops organized by NAHRD have been attended and appreciated by officers of organizations that includes but not limited to LIC of India, Reserve Bank of India, SEBI, Coal India Ltd., Engineers India Ltd, FSSAI, Tariff Authority of Major Ports, Indian Oil Ltd, BPCL, IITs, NITs, IIITs, IIMs, IHMs, NHPC, Bank of Baroda, SBI, Punjab National Bank, NABARD, DFCCIL, HUDCO, HAL, JNPT, Syndicate Bank, IDBI Bank, Quality Council of India, Telecom Regulatory Authority of India, Delhi University, Export-Inspection Council of India, Spices Board, Rail Land Development Authority, ONGC, Indian Space Research Organization, Directorate of Advertising & Visual Publicity, Border Security Force, GIC of India, EXIM Bank, Delhi Metro Rail Corporation, Mumbai Metro Rail Corporation, Election Commission of India, North Eastern Council, India Trade Promotion Organization, IREDA, Dredging Corporation of India Ltd., TIFAC, Wildlife Institute of India, Bharat Dynamics Ltd., Directorate General of Shipping, etc.

Participation Fee:

Single Occupancy- Rs. 59,000/- plus GST @ 18% per participant

Twin Sharing- Rs. 50,000/- plus GST @ 18% per participant

Non-Residential- Rs. 40,000/- plus GST @ 18% per participant

In addition, we also request you to consider nominating officers for our other workshops (December 2023 to March 2024). Details are as under:

- **Right to Information** from 13.12.2023 to 16.12.2023 at Port Blair (A&N Islands),
- **Work Life Balance & Leadership Development** from 13.12.2023 to 16.12.2023 at Port Blair (A&N Islands),
- **Corporate Governance** from 13.12.2023 to 16.12.2023 at Port Blair (A&N Islands),
- **Corporate Social Responsibility (CSR)** from 13.12.2023 to 16.12.2023 at Port Blair (A&N Islands),
- **Pay Fixation Rules** from 13.12.2023 to 16.12.2023 at Port Blair (A&N Islands),
- **Goods & Services Tax** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
- **Indian Accounting Standards** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
- **Audit, Accounting & Financial Management** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
- **Contract Management, Dispute Resolution & Arbitration** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
- **Public Procurement with e-Procurement** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
- **Public Private Partnership (PPP)** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
- **Rosters & Reservation in Services** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
- **Insolvency & Bankruptcy Code (IBC)** from 17.01.2024 to 20.01.2024 at Jaipur (Rajasthan),
- **Disciplinary Rules & Procedures** from 04.02.2024 to 07.02.2024 at Pondicherry,
- **Handling of Court Cases** from 04.02.2024 to 07.02.2024 at Pondicherry,
- **Public Premises (Eviction of Unauthorised Occupants) Act, 1971** from 04.02.2024 to 07.02.2024 at Pondicherry,
- **Cyber Hygiene & Security** from 04.02.2024 to 07.02.2024 at Pondicherry,
- **Emotional Intelligence & Human Factors** from 04.02.2024 to 07.02.2024 at Pondicherry,
- **Establishment Rules** from 04.02.2024 to 07.02.2024 at Pondicherry,
- **Prevention of Sexual Harassment of Women at Workplace** from 04.02.2024 to 07.02.2024 at Pondicherry,
- **Retirement Planning** from 04.02.2024 to 07.02.2024 at Pondicherry,
- **Capacity Building Program for Executive Secretaries, Personal Assistants and AOs** from 04.02.2024 to 07.02.2024 at Pondicherry,
- **Organizational Leadership** from 20.02.2024 to 24.02.2024 at Dubai (UAE),