

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KAB-II, PUSA, New Delhi-12
HRM Unit

F.No. HRM-3(1)/2019-KAB.(Pt) / 97

Dated: ~~20~~ June, 2019

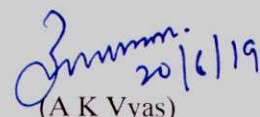
OFFICE MEMORANDUM

Subject:- Programme on "Emotional Intelligence at Workplace for Scientists and Technologist" from August 05-09, 2019 being conducted by Centre for Organization Development, Madhapur, Hyderabad.

The Centre for Organization Development (COD), Hyderabad has invited nominations for the Training Programme on "Emotional Intelligence at Workplace for Scientists and Technologists" from August 05-09, 2019 at Madhapur, Hyderabad. This programme is fully sponsored and funded by DST, Government of India. The aim of the Training Programme is to enable the participants appreciate the practical applications of Emotional Intelligence (EI) and to equip participants reflect on and develop their EI at workplace. The DST will pay for tuition fees, single AC room accommodation, all meals at the Campus and local transport between airport/railway stations of the participants. The nominating Institutions will have to only bear travel expenses to & fro Hyderabad of their nominees.

The Officers who need to attend above programme may send their nomination in the prescribed nomination form through proper channel to HRM Unit, ICAR HQs latest by **27.06.2019** as per ATP 2019-20 for onward transmission to COD, Hyderabad. The Brochure and Nomination Form are enclosed and may be downloaded from ICAR website under **Col. Circular/HRM Unit**. The nomination may not be sent online directly until it is approved by the Council.

The Officers who have already attended this programme need not apply. The applicants will not be allowed to withdraw their nominations after acceptance by COD, Hyderabad. The participation in the above programme will be subject to acceptance of nomination by COD, Hyderabad and also further orders from the Council.


(A K Vyas)

ADG (HRM) &

Training Manager, ICAR

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sohrm2018@gmail.com;

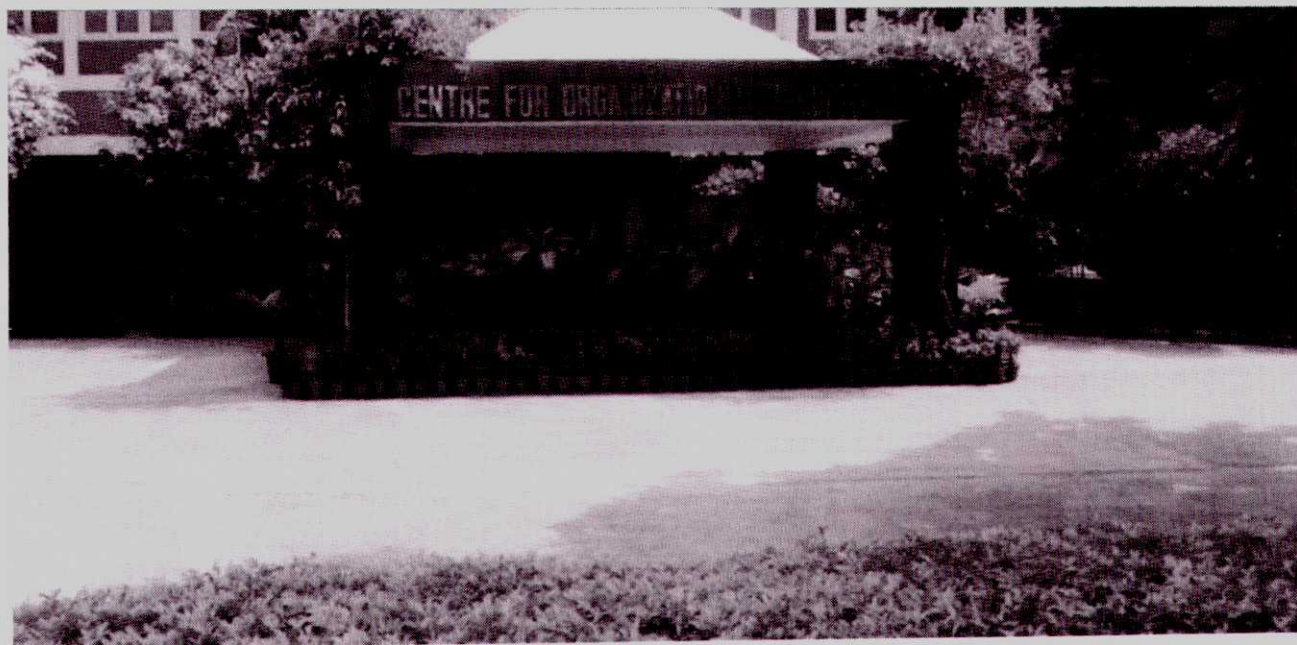
Distribution:-

1. All Officers/ Sections of ICAR HQs at KB/KAB-I&II/ NASC, New Delhi
2. All Directors of ICAR Institutes/ Project Coordinators of AICRP
3. All HRD Nodal Officers of the ICAR Institutes
4. E-office Notice Board
5. ICAR Portal
6. Guard File



Centre for Organization Development

Educate | Evolve | Empower



Programme on

Emotional Intelligence at Workplace for Scientists and Technologists

August 5-9, 2019

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

Programme Directors | Dr. ANURADHA RAO & Ms. A. LALITHA



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.

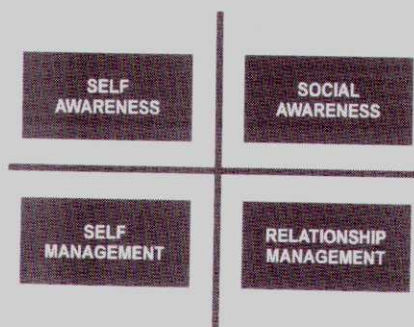
Workplace has become the field of competition, demands, pressures, interpersonal difficulties, and simply to put roller coaster ride. Workplace challenges are self- created or experienced from others. If one wants to succeed one must have the ability to respond positively to such challenges. Otherwise, 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
- 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
- Outbound Activity
- Psychometric Questionnaire
- Role Plays
- Group Discussion

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 Ph.D/M.Tech degrees and actively involved in research & development (R&D) will be selected as participants to the programme.

Duration

Monday, August 5 to Friday, August 9, 2019. The programme starts at 0930 hours on August 5 and concludes on August 9, 2019 at 1715 hours. Participants are expected to arrive in Hyderabad a day before commencement and may leave after the conclusion of the programme or in the morning of the following day.

Venue

The Programme will be held at the Centre for Organization Development, Madhapur, Hyderabad. It is fully residential and the participants will be accommodated in single air-conditioned room at its Campus.

The Centre arranges transport between Airport/Railway Station and the Campus.

Sponsorship

The programme is fully sponsored and funded by DST, GoI. **Nominating Institutions and participants NEED NOT pay any fee or expenses for board & lodging.** The Institutions will have to only bear travel expenses to & fro Hyderabad of their nominees.] ✓

Last Date For Nomination

July 20, 2019. This program attracts large number of nominations. You are requested to send your nomination well in advance, as we accept nominations on first come first serve basis, subject to all applicable conditions. Upon receiving the acceptance note from us, participants will have to necessarily send their confirmed travel plan by July 27, 2019.

COD Alumni Association

Participants of the Programme will become members of COD Alumni Association.

Certificate of Participation

The Centre issues a Certificate of Participation on conclusion of the Programme.

Programme Directors

Dr. ANURADHA RAO & Ms. A. LALITHA

Programme Directors

Dr. Anuradha Rao, Professor in HR and OB & OD, Centre for Organization Development, has over 27 years of experience in the area of Human Resources. She has held several leadership positions in the corporate world with organizations like GE Capital International Services, IBM, Mphasis, Genpact and Deutsche Bank.

She held positions of Operations training leader at GE Capital International Services for Hyderabad and training lead for IBM BTO Operations. AS Director, Human Resources at Mphasis, she was responsible for HR function for its International and Domestic biz. She was the training leader for Genpact China and travelled to Dalian where she was involved in the transition and customization of the L & D Curriculum for the region. She also served as the interim HRD. She was Project Manager for the NIIT – Genpact JV (Joint Venture) at Genpact India and later she managed the B2B biz. Her role in Deutsche Bank was that of Global Talent & Development lead for DBOI (Deutsche Bank Operations International) where she was responsible for Leadership Development, Talent Management and Talent Development.

Anuradha has a Doctorate (PhD) in English Literature from the Central Institute of English and Foreign Languages. a Diploma in Journalism and has been trained on Methods and Methodologies of Learning and Content Development. She is also accredited on implementation of the Psychometric tools – MBTI and DISC and is a certified facilitator on the 'Performance Leadership Program' and '7 Habits of Highly Effective People' – programs conducted by the Franklin Covey Group. Her certifications also include Master Practitioner of Neurolinguistic Programming by the National Federation of Neurolinguistic Programming, Florida and as a Certified Coach by Neuro Leadership Group, an organisation founded by David Rock, CEO.

Prof. A. Lalitha, Assistant Professor in OB, OD & HR, Centre for Organization Development, is an M.Phil. NET/JRF in Social Sciences. She is DISC certified. She has vast experience and is adept in designing and delivering training programmes in OD and OB. Since 2010, She has conducted several open and in-house Leadership Development programs and long duration workshops where emphasis was on Strategic and Collaborative Leadership, Mentoring Relationships, Stakeholder Orientation and Building and Leading Teams for client organizations like Department of Science and Technology, DRDO, NMDC, MRPL, BOB, IOB, OBC, LIC, HPCL, Ministry of Finance, Government of Afghanistan. She is highly adept in conducting sessions on Time Management, Mentoring and Coaching Competencies, Team Development, Team Coaching, Emotional Intelligence, Interpersonal Skills, Awareness of Self, Understanding Self, Building Positive Organizational Culture, Leadership Vision, Situational Leadership, Personal Effectiveness, Trusted Leadership, Trust in Organizations, Organizational Climate Value-based Leadership, Women at Work, Team Building and Conflict Resolution. She has got expertise in conducting Activity-based Experiential Learning sessions for all levels of Management.

She has conducted Organizational Climate Surveys, Learning Need Surveys in different public sector organizations like NMDC. She has successfully led the project team, evaluating the training programmes conducted by AMR-APARD. As a team member, she has worked on the assignments of preparing HR Manuals for APMDCLtd., NMDC Ltd., ePragati and NMDC-CMDC.

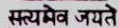
She has published several research papers/articles to her credit in various Journals and Books. Her areas of interest include, Organizational Development & Behaviour, Public Policy, and Women in Management, Training Evaluation and ROI in Training.

Centre for Organization Development

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Email: codhpo@codhyd.org / info@codhyd.org



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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)

N.B : Mail this form to the concerned Training Institute under intimation to the Under Secretary (Training), DST at trngcell.dst@nic.in

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)