

Weekend Course

Training on Emotional Intelligence

Date: 17 August 2018. **Duration:** 1 Day **Time:** 10.00am to 4.00pm **No of Classes/ Session:** 3 Sessions, **Class Schedule:** Friday **Total Hours:** 6 Hours **Last date of Registration:** 15 August 2018 **Venue:** Academy of Learning Limited, 115, Kazi Nazrul Islam Avenue, Bangla Motor, Dhaka-1000. **Contact:** +88 01708 545299 **e-mail-** training@aolbd.com **Training price:** 3000 + VAT (15 % VAT is applicable in every purchase) **Label of Participant:** From Novice to Professionals or as deemed appropriate by the concern Authority.

Boarding: Training materials - Folder, Writing Pad & Pen, Certificate with Folder, Lunch and two times Tea-Snacks would be provided during the training period.

Methodology: Lecture, Group Discussion and Case Study.

Introduction: Emotional intelligence can be defined as the ability to monitor one's own and other people's emotions, to discriminate between different emotions and label them appropriately, and to use emotional information to guide thinking and behavior. Emotional intelligence also reflects abilities to join intelligence, empathy and emotions to enhance thought and understanding of interpersonal dynamics. Emotional intelligence (EI), also known as Emotional quotient (EQ) and Emotional Intelligence Quotient (EIQ), is the capability of individuals to recognize their own emotions and those of others, discern between different feelings and label them appropriately, use emotional information to guide thinking and behavior, and manage and/or adjust emotions to adapt to environments or achieve one's goal(s).

Objectives:

- Define and practice self-management, self-awareness, self-regulation, self-motivation, and empathy.
- Understand, use and manage your emotions.
- Verbally communicate with others.
- Successfully communicate with others in a non-verbal manner.
- Identify the benefits of emotional intelligence.
- Relate emotional intelligence to the workplace.
- Balance optimism and pessimism.
- Effectively impact others.

Contents:

iii. What is Emotional Intelligence?

- Self-Management
- Self-Awareness
- Self-Regulation
- Self-Motivation
- Empathy

iv. Skill In Emotional Intelligence

- How to Accurately Perceive Emotions
- Manage Emotions

v. Tools To Regulate Emotions

- Seeing the Other Side
- Self-Management and Self-Awareness
- Giving in Without Giving Up

i. Business Practice

- Understand Emotions and How to Manage Them in the Workplace
- Role of Emotional Intelligence at Work
- Disagreeing Constructively
- The Balance between Optimism and Pessimism

ii. Wrapping Up

- Words from Wise
- Lessons learned

Facilitator Biography: Mr. Abdulla Taher

Mr. Abdullah M. Taher is an Assistant Prf. of Management, Asian University of Bangladesh (AUB). He completed MBA from RUHR University of Bochum, Germany in 2006. Earlier he completed BBA from AUB in 2003. From his early life he was a brilliant student. He obtained 1st division with star marks in SSC and 1st division in HSC. Mr. Taher completed Summer School (on under Economic Integration and Financial Market) Graduate's (on under German DAAD scholarship) in the RUHR- University Bochum, Germany.

Mr. Taher started his career as a Student Counselor in AUB in January 2005. Then, he moved to TNT express in May 2005 as a Sales Administrator. Mr. Taher started his teaching career as Lecturer of Management of AUB from September 2006. Since then, he has been with AUB as Assistant Prf. of Management. In his twelve years of professional experience, he worked for multidimensional sectors like Education, Telecom, Freight Forwarding, Real State and Training Development etc. He trained more than fifty thousand people through 102 sessions till July 2018. Among them, 42 sessions were for different corporations.

Educated in Germany and trained in UGC (Quality Assurance Unit), he evolved himself to be a Quality Assurance Expert for Tertiary Level Education. He has working experience with different global and International bodies like World Bank, Doers Foundation, Skill Bank International etc.

Mr. Taher attended several training and seminars in home and abroad. Mr. Taher has proven record of writing skills in the subjects of Accounts & Finance, Marketing, Management and HRM. He authored two books namely A) Strategic Management: Process & Applications. B) Job Hunter and he co-authored a book namely Bizpedia. He also edited a book named "Turning Point" mainly on professional development like CV writing, Interview Skill etc. His recent published articles: 1) Why spiritual intelligence is essential to Leadership? (Published in Doers Business Review- Volume 1, No 1, October 2017) ISSN-2305-526X. 2) Employee Needs at Work place and Their Impact on Motivation- Journal of Business Studies, Northern University, Bangladesh, ISSN-1992 271X.

Mr. Taher also used to write articles on career development in the local Bangla news papers named Bangladesh Protidin and Manobkantha. Mr. Taher is a highly imaginative and creative thinker. He himself developed a number of modules on Soft Skill development such as 1. *How to Stay Positive in Tough Work Environment?* 2. *How to Bounce Back from a Setback?* 3. *Unbeatable Mind* and etc.

Mr. Taher is a member of Project Implementing Committee of Bangladesh School Feeding Program and was a member of Union for Students and Social Advancement.

Mr. Taher is an eloquent Speaker and a powerful Motivator. His fields of specialization are Interpersonal Communication, Education, Marketing, Idea Generation, Quality Assurance, Learning Process etc.

At Present Mr. Taher working as an Additional Director of Institutional Quality Assurance Cell (IQAC) , Higher Education Quality Enhancement Project (HEQEP) funded by The World Bank.