

OFFICE OF THE JS&CAO
(Defence Headquarters Training Institute)

Sub: WORKSHOP ON EMOTIONAL INTELLIGENCE
18 Nov – 19 Nov 2019

1. Defence Headquarters Training Institute (DHTI) will be organizing a workshop on **Emotional Intelligence** from **18 Nov 2019 – 19 Nov 2019** in its premises at Room No.185-A, 'B' Block. The duration of the workshop will be 02 days.
2. The key learning objectives for the workshop are as under:-
 - (a) To understand Emotional Intelligence concept and its importance.
 - (b) To imbibe Emotional Intelligence in professional life for better job performances.
 - (c) To understand the concept of scripting of emotion : a tool for emotional awareness.
 - (d) To develop emotional management systems to tackle conflicting situations.
3. **Eligibility.** The workshop is open to all Officers working in three Service HQs, ISOs and Ministry of Defence. The workshop capacity is 25. Preference will be given to those officers who are below 58 years of age.
4. The applications of officers desirous of participating in the workshop may be forwarded in the proforma at Appendix 'A' to this note, duly recommended by **11 Nov 2019**. Selection of the candidates will be based on first come, first served basis.


(Ravikant Yadav)
Asstt. Director, DHTI
Tel. 23792437

CAO/EDP

As per standard distribution list

MoD, JS & CAO, I.D. No. A/26002/123CAO/Trg dt. 18 Oct 2019

WORKSHOP ON EMOTIONAL INTELLIGENCE

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APPLICATION PROFORMA

1. Name (In English) :
(In Devnagri Script) :
2. Employment ID No./Service No. :
3. Date of Birth :
4. Designation :
5. Complete Office Address :
(including Directorate, Room No.,
Block No. etc)
6. Telephone No. :

(Signature of the Applicant)

RECOMMENDATION OF THE OFFICER UNDER WHOM WORKING

File No. dt.....

Certified that in the event of selection of, Shri/Smt/
Kum _____ for the above
mentioned workshop, he/she will be relieved by this office to attend the course.

CAO/DHTI, 185-A, B-Block

Signature
Name & Designation
Office & Tele No.