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

Sub: WORKSHOP ON EMOTIONAL INTELLIGENCE
30 JUL 2021

1. Defence Headquarters Training Institute (DHTI) will be organizing a workshop on **Emotional Intelligence** on **30 Jul 2021** in its premises at Room No.185-A, 'B' Block. The duration of the workshop will be 01 day.

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 performance.
- (c) To understand the concept of scripting of emotion : a tool for emotional awareness.
- (d) To develop emotional management systems to tackle conflicting situations.

2. **Eligibility.** The workshop is open to all Officials working in three Service HQs, ISOs and Ministry of Defence. The workshop capacity is **12**. Preference will be given to those officers who are below **58** years of age.

3. The applications of officials desirous of participating in the workshop may be forwarded in the proforma at Appendix 'A' to this note, duly recommended by **23 Jul 2021**. Selection of the candidates will be based on first come, first served basis.

Namita
(Namita Malik)
Dy. Director, DHTI
Tel. 23014686

✓ CAO/EDP - Cell

As per standard distribution list

MoD, JS & CAO, I.D. No. A/26002/123/CAO/Trg dt. 09 Jul 2021

Appendix to I.D. Note No. A/26002/123/CAO/Trg dt 09 Jul 2021

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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.