

# Managing Emotions at Work – Emotional Intelligence



## Preamble

Emotions greatly affect our work life and career. Today, there is an emphasis on the competencies and ability of employees to manage emotions at work in the face of uncertainty and complex changes around.

Emotional intelligence is the ability to identify and manage emotions of self as well as the emotions of others. People with the ability to manage emotions adapt well to changing work environments, master self-management, possess excellent leadership and team working skills. They have high self-awareness and are capable of self-management. Organisations seek people with a high degree of emotional intelligence (EI) to ensure a more professional, mature, and productive, yet smooth work environment that fosters growth and excellence.

## Programme Content

- Key foundations of emotional intelligence that aid in professional and personal success
- Source of emotions; emotional cause and effect; identifying emotional triggers, motivations and drives
- Managing emotions: feelings, perceptions and beliefs; understanding reactions under stress and conflict; handling trigger events that cause emotional takeover
- Understanding the emotions of others
- Role of emotional intelligence in individual, team and organisational performance
- Practising EI at workplace: Action planning

## Expected Programme Outcomes

The programme will help participants to:

- Identify their emotional triggers, practice self-management, self-awareness, self-regulation, self-motivation and empathy
- Relate emotional intelligence to workplace situations and implement the tools and techniques to regulate and gain control of their emotions in the workplace.



## Methodology

Experiential learning through discussions, games, and exercises

## Participant Profile

The program is designed for middle level executives in organisations whose roles demand high level of interaction with people.

## Certification

A certificate of completion will be awarded to participants who successfully complete the programme.

## Duration

Three days, from  
09.30am to 4.30pm

## Venue

Learning Centre, GRGCAS

## Programme Charges

1. Our professional charges will be INR 90,000/- if conducted on our campus (we will provide programme reading materials, kit, refreshments and lunch) or INR 75,000/- if conducted at the client's premises (client will provide incidentals including refreshments and lunch). GST as applicable will be extra (currently 18%).
2. The number of participants is limited to 30; for more number of participants, upto a maximum of 40, the additional fee will be INR 3,000/- plus taxes per participant.
3. The professional charges are payable in Coimbatore in the name of 'GRG Education Services' (GSTIN: 33AAMFS4394MIZJ)
4. 50% of the professional charge is payable along with the confirmation of acceptance of our proposal and balance 50% on the day of commencement of the programme.





# *Programme Facilitator*

Dr. J. Anitha, is Executive - Admin at Penguin Engineers, Coimbatore. She takes care of overall administration of in-house production management and accounts. She is also a Trainer in soft skills and consultant in research methods. She has 14 years of experience in the academia and six years in industry. She was formerly an Associate Professor at GRG School of Management Studies.

She has presented guest sessions in Management and Research Methods in several institutions including GRGCAS, GRGSMS, PSGRKCW, PSGIM, KCT, CIT, DJAME, SRCAS, PSGCAS, RVSIMS, SNS, TIPS-SM, Dayananda Sagar University - Bangalore etc.



Her areas of specialisation include Team Building, Understanding Gen Y and Gen Z, Emotional Intelligence, and Management of Self. She has won Best Research Paper awards and Best Teacher awards at National level. She has presented a number of papers in National and International Management forums both in India and abroad and has published widely in National and International journals.

She has published a novel, "The You: The Journey of a Lifetime, A Psychological Adventure" as a fantasy fiction, based on self-work and self-awareness activities. The interpretation of the fantasy to real life experiences, gives a non-fiction perspective to the novel.

# GRG CENTRE FOR ADVANCED STUDIES



GRG Centre for Advanced Studies (GRGCAS), established in 2017, is a unit of the GRG Trust in Coimbatore, Tamil Nadu. The core purpose of GRGCAS is 'preservation and promotion of professional management' with a vision "to be a leader in providing best-in-class learning and development programmes in management for working professionals".

GRGCAS offers focused and specialised programmes in management in multiple formats and platforms – short/medium/long term, part/full time, on-campus/off-campus, and open/company-specific. All the programmes offered by GRGCAS are anchored by facilitators who are qualified, experienced and competent in their area of expertise. In addition to our own faculty, we draw exceptionally experienced resources from Coimbatore, Chennai, Bengaluru and other locations to ensure learning of best practices and most updated knowledge. These facilitators set high standards of programme delivery and continuously raise the levels of learning outcomes for the participants.

GRGCAS has been serving the needs of a significant number of individuals and organisations in the Kongu region. The clientele includes large, medium and small-scale enterprises across sectors.

## Registration and Assistance

Ms. S. Ahila on +91 754 008 9111

Email: [programmes@grgcas.com](mailto:programmes@grgcas.com)

Ms. R. Sreeprabha on

+91 944 794 6190

Email: [sreeprabha@grgcas.com](mailto:sreeprabha@grgcas.com)

