

## Academy of Learning Limited Launch a Weekend Course

# Training on Emotional Intelligence

**Date:** 22 September 2018 (Saturday) **Duration:** 1 Day **Time:** 10.00am to 5.00pm **Last date of Registration:** 20 September 2018 **Venue:** Academy of Learning Limited, 115, Kazi Nazrul Islam Avenue, Bangla Motor, Dhaka-1000. **Contact:** +88 01708 545299 e-mail- [training@aolbd.com](mailto:training@aolbd.com)

**Training price:** BDT 3,000 + 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).

### WHAT WILL I DO BETTER AFTER THIS?

- Assign Personal Mastery Goals
- Self Introspection & Monitor
- Interpersonal & interpersonal Skills
- Cultivate a realistic optimistic outlook
- Effective Decision Making
- Higher Stress Tolerance

### WHAT WILL IT DO FOR ME?

- Evaluates & Monitor Your Different Every Day Behaviors
- Create A Road Map To Personal Mastery
- Analyzes The Mental Positions That You Take vies a vies situations
- Give A Reliable Verifiable Score To Your Emotional Competencies
- Helps To Leverage Your task related Skills
- Helps Create Harmony In The Various Aspects Of Your Life

### Contents:

#### i. What is Emotional Intelligence?

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

#### ii. Skill In Emotional Intelligence

- How to Accurately Perceive Emotions
- Manage Emotions

#### iii. Tools To Regulate Emotions

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

#### iv. 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

#### v. Wrapping Up

- Words from Wise
- Lessons learned

### Facilitator Biography: Mr. Abdulla Taher

Mr. Abdullah M. Taher is an Assistant Professor of Management, Asian University of Bangladesh (AUB). He completed his MBA degree 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 1<sup>st</sup> division with star marks in SSC and 1<sup>st</sup> division in HSC. Mr. Taher completed Summer School Graduation on Economic Integration and Financial Market 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 a Lecturer of Management from AUB in September 2006. Since then, he has been with AUB. In his 12 years of professional experience, he worked for multidimensional sectors like Education, Telecom, Freight Forwarding, Real State and Training & Development etc. He trained more than 15 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. He 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**" on career development. 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. He is a highly imaginative and creative thinker. He himself developed a number of modules on Soft Skills such as **1. How to Stay Positive in Tough Work Environment?**, **2. How to Bounce Back from a Setback?**, and **3. Unbeatable Mind**.

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 Emotional Intelligence, Interpersonal Communication, Education, Marketing, Idea Generation, Quality Assurance, Learning Process etc.

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