

PROFESSIONAL DEVELOPMENT PROGRAM

Name of Course

Understanding Emotional Intelligence Skills

Duration

Three-week (Online)

Objective

To increase confidence and skill with useful insights into how emotions shape your behavior and how you can use them to inspire high performance; and turning emotional intelligence into your strategic advantages.

Brief Description

Emotional intelligence (EI) is the ability to recognize and manage emotions. You will learn as to how EI is vital for you to being an effective and high-performing member of any team. Business professionals who understand the connection between emotions and actions and can apply EI skills to maximize effectiveness have a stand-out advantage in any organization will be the core part of the seminar. Strategies as to how the emotionally intelligent people are more likely to avoid miscommunication, reach consensus, manage stress, and address conflicts effectively will be shared.

Suitability - Who Should Attend?

Career oriented students, young leaders, and business professionals who want to maximize their performance by increasing emotion management and self-understanding through emotional intelligence training from all tiers of management.

Need Help? Contact the Facilitator.

Dr. M. Iqbal <driqbal@peopletransformation.org>
Maggie Stroud <maggie@myopenuniversity.com>

Name of Course: *Understanding Emotional Intelligence Skills* (Code: EI#0011116)

Dates: From: 21st November to 9th December, 2016

Topic# 1	Basic Concepts of Emotional Intelligence
Topic# 2	Developing EI Competency Framework and Personal Power
Topic# 3	EI and Self management
Topic# 4	EI at Workplace

Registration Steps

1. Send Email requesting for ENROLMENT to the course to maggie@myopenuniversity.com
2. You will receive User ID and Password with instructions
3. Course Facilitator will email registration confirmation (in 24 hours - (Mon-Fri)
4. Now you will be able to login with the ID and PW sent by your Course Facilitator
5. You will be asked to CHANGE the Password – so dot it

Tutorial Creation of Account

Topic	Access to eBook	Assignment			Presentation	Quizzes				
		Submit	Cut-off	Access		Quiz	Total Qs	Time	Attempts	Restriction
1	21 Nov -10 Dec	21 Nov -25 Nov	21 Nov-10 Dec	21 Nov -10 Dec	21 Nov -10 Dec	-	-	-	-	-
2	21 Nov -10 Dec	25 Nov -2 Dec	21 Nov-10 Dec	21 Nov-10 Dec	25 Nov -10 Dec	1	10	10 Minutes	3	-
3	21 Nov -10 Dec	2-10 Dec	21 Nov-10 Dec	21 Nov-10 Dec	21 Nov -10 Dec	2	10	10 Minutes	3	50% in Q#1
4	21 Nov -10 Dec	2-10 Dec	21 Nov-10 Dec	21 Nov-10 Dec	21 Nov -10 Dec	3	10	10 Minutes	3	50% in Q#2
Master Quiz						4 Master	20	30 Minutes	3	50% in Q#3

Certificate of Achievement will be subject to scoring 60% overall

TO BE SUCCESSFUL, you should:

- Participate in the forums and discussions
- Explore the features, by clicking on highlighted items
- Complete each module timely before the next module opens.
- Check the calendar at the top left corner of the page. You will be able to see when each module will open.
- Seats are limited, if you are not able to participate, please let Course Facilitator know to re-allocate the seat to next person.