



NEW HORIZON
COLLEGE OF ENGINEERING
New Horizon Knowledge Park, Ring Road, Marathalli
Autonomous College Permanently Affiliated to VTU, Approved by AICTE & UGC
Accredited by NAAC with 'A' Grade, Accredited by NBA

Quality Assurance and Skill Development Center

Training Report for Counselling Dept.

on

Emotional Intelligence



NEW HORIZON
COLLEGE OF ENGINEERING

Quality Assurance and Skill Development Center

Training On Emotional Intelligence

Presented by
Dr. Glory Mercy C
HR Trainer (QASDC)



Executive Summary

This report was written provide the management with a summary of the Emotional Intelligence training session that was just completed and was led by HR Trainer Dr. Glory Mercy C on November 23rd, 2022. The Counselling Department provided positive feedback on the training programme that was implemented.

This intern helped to develop personal abilities and confidence, which improved day-to-day management.

Participants in the training were better able to identify their own assets and cultivate positive interpersonal relationships as brand ambassadors for their departments.

Objectives

The participants would be able to after the session to:

- Analyse how effective they are at listening and interpersonal skills with others.
- Identify the appropriate settings and techniques in Emotional Intelligence.
- Assist each Counselling staff in identifying their areas of specialisation and people skills.
- Recognize the components of a strong rapport and seek to hone and refine communication and listening abilities so that the Counselling Department operates smoothly.



Methodology

- The training sessions were entirely physical in nature, which enhanced self-learning, self-control, and self-assurance.
- Develop Empathy and cultivate a positive outlook on life.
- Follow the ultimate success formula for Counselling to keep discussions courteous.
- Language and communication Proficiency.

At the end of the session, the staff would leave the session better able to:

- Recognize their own level of abilities, motivations, and drivers with good Counselling skills at the end of the session
- Create your own style and self-assurance in order to successfully manage responsibilities.
- Learn how to be empathetic and use emotional intelligence techniques to self-discipline and excel at interpersonal skills.

Glimpses of the Training





NEW HORIZON COLLEGE OF ENGINEERING

New Horizon Knowledge Park, Ring Road, Marathalli
Autonomous College Permanently Affiliated to VTU, Approved by AICTE & UGC
Accredited by NAAC with 'A' Grade, Accredited by NBA





Icebreaker One: Paper Tear Activity

Purpose

To assist participants in developing their listening skills

Materials Required

One sheet of plain paper for each participant

Preparation

None

Activity

Distribute one paper to each member of the group. Request that they pay close attention and follow the instructions. The trainer instructs everyone to lift the paper, fold it in half, and tear out the sheet's right edge core.

Later, fold the paper again and tear the left edge corner, then fold the sheet again and tear the right edge corner. When the page is opened, the participant's sheet of paper must resemble the trainer's paper sheet.

There will be a hole in the centre of the sheet of paper.

Key Learning:

To assist participants in developing keen listening skills

This icebreaker lasts 10 to 15 minutes.



Second Icebreaker: Listening Skills

Purpose

To assist participants in becoming more aware of their listening skills.

No preparation...on-the-spot activity

Please have all participants stand up. They must adhere to the trainer's instructions.

Lift the right hand up, then the left hand up, make a fist, rotate both hands faster and faster, and place them on your chin, while the trainer places both hands on your cheeks and says statue n freeze.

Participants typically observe the trainer and simply follow blindly; however, participants who have the skills will place their hands on their chin while keenly listening and observing.

Key Learning:

Participants with good listening skills will think through and follow correctly, whereas others will follow blindly.

To follow instructions, always pay close attention and listen carefully.

This activity will take between 5 and 15 minutes to complete, depending on the number of participants.



Third Icebreaker: Coin Activity

Purpose

To assist participants in developing their listening skills and Inventiveness brainteaser

Materials Required

10 Coins

Preparation

On the spot

Activity

Steps:

1. Collect 10 coins
2. Place the coins on a table in shape of a triangle.
3. Instruct the participants they can move only three coins and make three moves only.
4. They have to reverse the shape of the triangle using only moving three coins with three moves.

Key Learning:

To assist participants to develop creativity brainteaser

This icebreaker lasts 10 to 15 minutes.



NEW HORIZON
COLLEGE OF ENGINEERING
New Horizon Knowledge Park, Ring Road, Marathalli
Autonomous College Permanently Affiliated to VTU, Approved by AICTE & UGC
Accredited by NAAC with 'A' Grade, Accredited by NBA

Conclusion

During the two-hour training session, the Counselling Staff gained overall confidence and learned new methods for using emotional intelligence at work for Counselling students.

Recommendations

Management should organise more training for all Counselling staff members in order to improve performance and make them stand out so that they can receive a lot of praise and wonderful rewards.



NEW HORIZON
COLLEGE OF ENGINEERING
New Horizon Knowledge Park, Ring Road, Marathalli
Autonomous College Permanently Affiliated to VTU, Approved by AICTE & UGC
Accredited by NAAC with 'A' Grade, Accredited by NBA

Attendance:

NEW HORIZON COLLEGE OF ENGINEERING
Quality Assurance and Skill Development Center
Soft Skill Training
Attendance Sheet
Emotional Intelligence at Work

Date: 23/11/20

Time: 3:00 to 5:00pm

Sl.No	Department	Name of the faculty	Mobile Number	Mail id	Signature
1.	Counselling	MANASA T. J	9448513394	manasa.t.j.nhce@newhorizonindia.edu manasa.t.j.nhce@newhorizonindia.edu	
2.	Counselling	Rajina .R	9995031182	rajina.r.nhce@newhorizonindia.edu	
3.	Counselling	Prachi Bhavsar	9987374704		
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Dean - QASDC



Feedback:

NEW HORIZON COLLEGE OF ENGINEERING
Quality Assurance and Skill Development Center
Soft Skill Training
Emotional Intelligence
Feedback Form

Date: 23-11-2022 **Time:** 3:00 pm - 5:00 pm

1. Coverage of Concepts

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
-----------------------	-----------------------	-----------------------	----------------------------------	-----------------------

2. Examples and Explanations

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
-----------------------	-----------------------	-----------------------	----------------------------------	-----------------------

3. Pace of Training

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
-----------------------	-----------------------	-----------------------	----------------------------------	-----------------------

4. Trainer's Preparation for the session

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
-----------------------	-----------------------	-----------------------	-----------------------	----------------------------------

5. Interaction & Doubts Clarification

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
-----------------------	-----------------------	-----------------------	-----------------------	----------------------------------

Comments/Suggestions

1-Below Average, 2-Average, 3-Good, 4-Best, 5-Excellent



Feedback:

NEW HORIZON COLLEGE OF ENGINEERING
Quality Assurance and Skill Development Center
Soft Skill Training
Emotional Intelligence
Feedback Form

Date: 24/11/22 Time: 4:42 pm

1. Coverage of Concepts

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	-------------------------------------

2. Examples and Explanations

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	-------------------------------------

3. Pace of Training

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	-------------------------------------	--------------------------	--------------------------

4. Trainer's Preparation for the session

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	-------------------------------------

5. Interaction & Doubts Clarification

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	-------------------------------------	--------------------------

Comments/Suggestions
*Need discussion on therapy implementing
in multiple situations or multiple therapies for one person.*

1-Below Average, 2-Average, 3-Good, 4-Best, 5-Excellent



NEW HORIZON COLLEGE OF ENGINEERING
Quality Assurance and Skill Development Center

Soft Skill Training
Emotional Intelligence
Feedback Form

Date: 23/11/22

Time: 3:00 to 5:00 pm

1. Coverage of Concepts

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	-------------------------------------	--------------------------

2. Examples and Explanations

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	-------------------------------------

3. Pace of Training

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	-------------------------------------	--------------------------

4. Trainer's Preparation for the session

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	-------------------------------------	--------------------------

5. Interaction & Doubts Clarification

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	-------------------------------------	--------------------------

Comments/Suggestions

1-Below Average, 2-Average, 3-Good, 4-Best, 5-Excellent