



**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 HR Dept

on

Anger/ Stress Management

and

Emotional Intelligence



**NEW HORIZON
COLLEGE OF ENGINEERING**

Quality Assurance and Skill Development Center

organizes

Soft Skills Training for HR Dept

On

Anger/ Stress Management/

Emotional Intelligence

Presented by

Dr. Glory Mercy C

HR Trainer (QASDC)



Executive Summary

- ❖ This report was created to give management an overview of the findings from a recent two-hour training session on Stress/ Anger management and emotional intelligence that HR Department employees attended on April 1, 2023, led by HR Trainer Dr. Glory Mercy C. All of the faculty members in the HR Department provided the implemented training plan with favourable comments.
- ❖ The HR staff gained confidence and learned new skills and methods that they can use to manage day-to-day tasks successfully.

Objectives

At the end of the session, the participants would be able to:

- ❖ Examine their present performance in terms of acquiring new stress management and anger management techniques. In daily tasks, listening and interpersonal skills are significant. Identify appropriate situations and techniques in Emotional Intelligence.
- ❖ Determine the proper circumstances and Emotional Intelligence methods.
- ❖ Assist the HR team in developing their self-awareness and stress and anger management skills.
- ❖ Be aware of the elements that influence how the HR team performs its duties and increases its effect.



Methodology

The Training Program consisted solely of activity-based trainings: -

- Enhance social and relationship management, self-control, self-motivation, self-awareness, and self-regulation.
- Create and keep a positive frame of mind.
- Thought control: master your thoughts and reduce stress using quick, uncomplicated methods.
- Use the Ultimate Success Formula for holistic wellness and conversation control to take command of your language and communication abilities.

At the conclusion of the Training program, the participants would be better prepared to:

- ❖ Be more conscious of their own level of abilities, motivations, and new learning approach and techniques that promote holistic wellness.
- ❖ Develop your own, self-assured abilities to successfully manage HR functions.
- ❖ Know how to manage HR tasks and themselves effectively.





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Glimpses of the Training





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Icebreaker One: Listening Skills

Purpose

To help participants to be aware of listening skill.

Preparation None -on

the spot

Activity

Please ask all the participants to stand up. They have to follow the instructions of the trainer.

Ask the participants to lift the right hand up and then the left hand up, hold the fist and rotate both the hands faster and faster and place it on your chin whereas the trainer as the participants are observing she will place both the hands on the cheeks and then say statue n freeze.

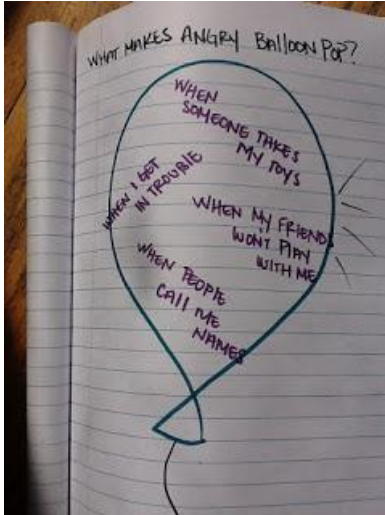
Participants usually observe the trainer and just follow blindly, however, the participants who have the skills are keenly listening and observing they will place the hands on the chin.

Key Learning:

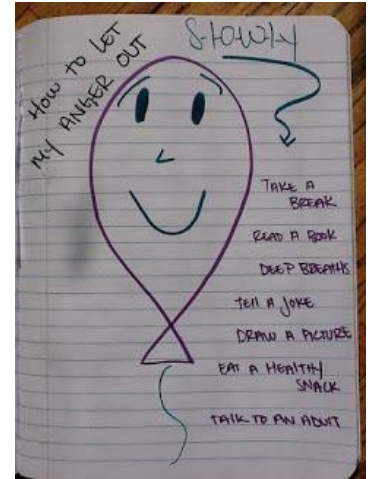
Participants who have the listening skills will think through and follow correctly whereas, the other participants will follow blindly.

Always observe keenly and listen carefully to follow the instruction.

This Activity will take about 5 - 15 minutes, depending on the number of participants.



Icebreaker Two: Angry Balloon Activity



How to let anger go...

1. Blow up a balloon
2. While holding the balloon, talk to your client about the balloon representing their anger (or anxiety, etc.) and brainstorm with them what they think happens when those feelings build up.
3. Now the fun part! Either pop the balloon, or let go of the balloon. Talk about behavior's associated when you let anger build up- tantrums, screaming, calling names, etc.
4. Blow up a balloon
5. While holding the balloon, talk to your client about letting the anger in the balloon out slowly. Review coping skills and anger management techniques while letting the air out of the balloon slowly. Help them understand the difference this made to the way the balloon did not pop or deflate and fly around, comparing this to how their behaviors would change.



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Icebreaker Three: Rubber band Activity

Purpose

To help participants get to know each other maintain good healthy relationship and inter personal skills

Materials Required

Pack of Rubber bands

Preparation

None

Activity

Divide the meeting participants into groups of three or four (depending on the number of participants) then ask them to form a circle. Ask all the participant to show thumbs up and the elbow stuck to the body.

Distribute one rubber band to each participant, place one rubber band on one end on the thumb of two participants. Now ask the participants to take 2 step back, as the rubber band expands the participants will feel the stretch and the pain. Now ask the participants to step out and step in. As they feel the pain, we ask them step in forward as they will feel comfortable.

Key Learning:

The rubber band is often used as an analogy to describe resilient people. The comparison is that the rubber band can get stretched and put under pressure but when it stops being stretched it bounces back to its original size and shape. Elasticity becomes a synonym for resilience.

This is compared to in terms of Relationships and inter personal skills Professionally and Personally. Farther we go we disconnect ourselves, we lose our connections and we don't work together, as we are closely knitted we work together. We care for each other. We collaborate on work, Win Win situation, as to maintain good healthy relationship and inter personal skills

This icebreaker takes about 5 - 15 minutes, depending on the number of groups.



Feedback:

NEW HORIZON COLLEGE OF ENGINEERING
Quality Assurance and Skill Development Center

Emotional Intelligence

Feedback Form

Date: 1/4/2023

Time: 2^{pm}
4 PM

1. Coverage of Concepts

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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2. Examples and Explanations

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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3. Pace of Training

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4. Trainer's Preparation for the session

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5. Interaction & Doubts Clarification

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Comments / Suggestions

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



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Feedback:

NEW HORIZON COLLEGE OF ENGINEERING Quality Assurance and Skill Development Center

Emotional Intelligence

Feedback Form

Date: 01/04/23

Time: 2-4 PM

1. Coverage of Concepts

2. Examples and Explanations

3. Pace of Training

4. Trainer's Preparation for the session

5. Interaction & Doubts Clarification

Comments/Suggestions

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Quality Assurance and Skill Development Center
Emotional Intelligence

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Attendance:

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

Date: 01-04-2023

Time: 2pm to 4pm

Sl.No	Department	Name of the faculty	Mobile Number	Mail id	Signature
1.	HR	Bindu Menon	9845919395	bindum@newhorizonindia.edu	Bindu
2.	HR	Anandhi	7406162167	anandhas@newhorizonindia.edu	An
3.	HR	Divya S	9035152545	Divya.s.hee@newhorizonindia.edu	Divya
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Dean - QASDC



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Conclusion

The two-hour training session increased the HR staff's trust in their ability to put new knowledge of stress management, anger management, and emotional intelligence to use.

Recommendations

To enhance their performance and receive more accolades and recognition, the management must prepare more training for all of the HR Staff.