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फैक्स संदेश संख्या 4413 / भा.कृ.अ.प. मुख्या.  
दिनांक 16/07/2015  
प्राप्त की संख्या 02



FAX

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAVAN: NEW DELHI-1**



F.No.ADMN/7/ 55/2015-WS

Dated the 16<sup>th</sup> July, 2015.

**OFFICE MEMORANDUM**

**Subject: Three days Workshop on Emotional Intelligence from 05.10.2015 to 07.10.2015 at ISTM, New Delhi.**

The Institute of Secretariat Training and Management (ISTM), New Delhi has invited nominations for the **Workshop on Emotional Intelligence from 05.10.2015 to 07.10.2015**. The workshop will be useful to the participants in developing skills of Holistic Management both in their job and personal situations. Details of the Course are as under:-

**Objectives of the Course:** At the end of the course, the participants will be able to:-

- Explain significance of Emotional Intelligence
- Describe how Emotional Intelligence can make a person effective.
- Explain how the ability to understand and manage emotions of self and others can be improved
- Explain how emotional competence helps in being effective team-member.

**Eligibility Conditions:** Section Officers and above level Officers and Officers of equivalent level.

The Officers who are desirous to attend the said workshop may send their nomination in the prescribed nomination form through proper channel latest by 10.08.2015 for onward transmission to ISTM, New Delhi. **The Nomination Form may be downloaded from ICAR website under Col. Circular / Work Study Section/Revised Nomination Form for ISTM training programme.**

The Officers who have already attended this training course need not apply. The applicants will not be allowed to withdraw their nominations after acceptance by ISTM, New Delhi.

S Dasgupta  
(Suparna Dasgupta)  
Under Secretary(WS)  
Fax No.23387293

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