

## **Amity Business School**

*Report on Online Workshop  
on  
Personal & Professional Excellence  
(Learn-Collaborate-Develop)  
for  
Officers of IOCL*

*(October 28-30, 2021)*

Amity Business School organized the **Seventh Batch of 3 days** *Workshop on Personal & Professional Excellence (Learn-Collaborate-Develop) for Officers of IOCL*

*The Online workshop was conducted on MS Teams.*

### **Day 1: October 28, 2021**

The Day started with Registration of the participants. Total 19 officers of IOCL registered for the workshop.

**Inaugural session** began with an auspicious start by recital of Sarasvati Bandana in an online mode. **Dr. Sanjeev Bansal**, Dean FMS welcomed the guests from IOCL and all participants for the workshop. Introduction to workshop was given by **Dr. Puja Sareen**, Head-Trainings & Associate Professor. She briefed the participants on the workshop design based on the concept of **Excellence** and extended a heartfelt welcome to all.

**Mr. S K Bose, ED HR, IOCL** joined during Inaugural session. He addressed all the participants. The address by him to all the participants set the ground for the workshop and motivated them. He appreciated the efforts of team of trainers for the successful completion of the 5 batches of Workshop.

The **Ice breaking** session by Dr. Jaya Yadav helped the participants to know each other and build a rapport.

The session on **Journey to self** by Dr. Harminder Kaur Gujral was enriching for the participants wherein each one of them identified their personality through MBTI. Knowing the personality type can help in understanding ourselves, understanding others, communicating in a better way, working more cooperatively with others, managing people in a better way and appreciating individual differences.

**Wheel of life** activity was conducted with the focus to set outcomes or prepare action plan during and after the training. In our professional, life when all our energy is focused on a special project, it is easy to find ourselves off balance, not paying enough attention to important areas of our life. While we need to have drive and focus to get things done, taking this too far can lead to frustration

and intense stress. That's when it's time to take a "helicopter view" of our life, so that we can bring things back into balance. This is where the Wheel of Life can help. Commonly used by professional life coaches, it helps us consider each area of our life and assess what's off balance. As such, it helps us to identify areas that need more attention so that we can prepare an action plan. Participants of IOCL prepared their action plans based on the activity “Wheel of life” followed by ‘one on one’ interaction with the trainers. This discussion of participants with our team of trainers, gave us insights on the participants' view of personal and professional life.

The post lunch session on **Power of Words and Actions** by Dr. Puja Sareen was activity based session wherein emphasis was on the positive self-talk, styles of communication, role of nonverbal communication, how to be assertive and the art of giving and receiving feedback. Participants came to know their areas of strengths and areas of communication wherein there is further scope of improvement. Participants came to know of their areas of strength and areas which need further improvement through ‘Interpersonal Communication Inventory’.

The session on **Reprogramming your mind for happiness and wellbeing** by Dr. Vijit Chaturvedi focused on happiness and art of creating happy work space. The participants were actively involved in discussions on the remarkable power of Gratitude and forgiveness. Emphasis was on how to be self-motivated in life. Participants enjoyed knowing their Happiness Balance score through a questionnaire.

## Day 2: October 29, 2021

The day started with a session on **Spiritual Wellbeing** by Dr. Vijit Chaturvedi. It focused on orienting the participants to realize the immense power of being connected to our Higher Sensory faculties for realizing, utilizing and remembering the flow of life energy and subtle energy for elevating and maintaining consciousness. The session involved practicing visualization technique and breathing exercise for elevating consciousness.

The session on **Know your Emotional Quotient (EQ)** was taken by Dr. Jaideep Kaur. It focused on the need to comprehend the importance of emotional intelligence in personal and professional life. Dr. Kaur discussed with participants about primary and secondary emotions and the influence of secondary emotions which is deeper and affects the physical health and mental health. The session started with a deep understanding of personal competence that caters to self-awareness, self-regulation and self-motivation. The case of Mike Tyson was discussed. It is a case on emotional hijacking where the emotional brain is hijacked within 13 milliseconds and the rational brain is delayed in giving the reaction. The questionnaire on emotional intelligence was conducted that stretches the input on 25 competencies and also highlighted the areas of strength and areas of improvement.

The session on **Managing Differences Collaboratively** was taken by Dr. Jaya Yadav. It began with a deep understanding that Conflicts are inevitable part of our lives and there shall be no stage of life/ phase of life wherein no conflict is being observed. The session also explored on the fact that all conflicts are not bad in nature and conflict is also important as it facilitates higher

performance. The different Conflict resolutions styles were also recognized along with an outcome of identifying the action plan for enhancing resolution techniques.

Dr. Vijit Chaturvedi took the session on **Leadership Capability Development**. VUCA approach (Volatility, Uncertainty, Complexity, Ambiguity) for Leadership potential development was brainstormed. Degree of Leadership Potential of the participants was identified in the workshop. Inputs were taken by the participants on the need for collaborative growth, new leadership paradigm and leadership competency management for sustainable growth. LEADERSHIP DAGGER (Activity) was created by the participants for the Leadership potential development.

Dr. Harminder Gujral conducted the session on **Transforming and Empowering through NLP**. Language is a powerful tool. Language is the currency of business transactions. By learning to develop mastery on our language we can have a lot more than we expect. Enriched communication-Quality of language is an important aspect of NLP. Communication should be rich in Use of all senses. The activity was conducted so that the trainees can find out their style of communication, whether it is Visual, Auditory or Kinesthetic or mix of any two or all three. The relevance of each style was discussed with the participants.

The objective of the last session of the day-**Audio Visual** was to rejuvenate the participants through inspirational and motivational movie clippings on Gratitude, Positive thinking and Excellence.

### **Day 3: October 30, 2021**

The day began on a positive note wherein the participants were introduced to importance of well being in the session of **Spiritual Wellbeing** by Dr. Vijit Chaturvedi. She discussed the importance of Physical, Mental, Emotional & Spiritual well-being The participants did breathing exercises and Surya Namaskar.

The session on **Transactional Analysis** was taken by Dr. Puja Sareen. Through various real-life examples and activities, the concepts of Ego states, Life positions, Types of transactions and Life script were discussed. The participants enjoyed analyzing their ego states as well as ego states of those around them in personal and professional life.

The session on **Goal Setting and Time Management** by Dr. Jaya Yadav, brought the participants closer to the outcome of the three days workshop. During this session, she discussed the time management and goal setting strategies.

**In the session of The Way Forward**, all the participants were briefed about the importance and vitality of setting goals in one's life and accordingly ensuring that the goals are achieved as per the time line or else it loses its sanctity. After the participants understood the relevance of the concept and how it would enhance their personal and professional skills sets, they were divided into different teams and each team was overall led by the trainers of the workshop. Each participant after analyzing themselves developed their personalized Action Plans and carried it along with themselves so as to continuously and consistently work upon it to update themselves. This session paved way towards creating an Action Plan wherein each participant got a clarity of thought, behavior and action towards building and enhancing their personal and professional excellence.

This was followed by a session on **Feedback**. It included the ‘Take-away’ from the workshop for participants and trainers. Participants filled the feedback forms and shared their learnings and experiences from the workshop. Some good suggestions for future workshops were also received. This session was graced by presence of Dr. Sanjeev Bansal, Dean FMS.

The E-certificates of participation were given to all participants by Dr. Sanjeev Bansal, Dean FMS during the **Valedictory Session**. Glimpses of all 3 days were shown to participants.

Overall the workshop ended on a positive and optimistic note.

Glimpses:



18:49

AMITY BUSINESS SCHOOL

Dr. Vijit Chaturvedi

Prakash Rathor (Guest)

Rajarshi Halder Laptop (Guest)

Saurabh Kharadiya (Guest)

Ajay Kumar (Guest)

VK Vinay Kuma... YADAVD4 (...)

Dr. Jaya Yad... RB Rishima Ba...

UM Utkarsh Mis... On hold

RS R. sangeeth... A aalok (Guest)

A AHMADA4 (...)

+5

Leave

22:51

Request control

Leave

AMITY UNIVERSITY

Amity Business School

- You have a job at a department store. Your three best friends are shopping in the store and you notice one of them slip a t-shirt under her jacket. You ask her to put it back. She refuses, starts calling you names and storms out of the store. Your boss sees this on the security camera, confronts you and decides to terminate you. He says that you did not follow the store policy and procedures in handling the matter.

10

Dr. Jaya Yadav

SG Saurabh Ga... +13



01:44:18

Take control

TA session.pptx

PS RAO (Guest)

Ridhima Banerjee (Guest)

YADAVD4 (Guest)

Jayanta ghosh (Manager-NER) (Guest)

Dr. Puja Sareen

AHMAD4 (Guest)

A

UM

aalok (Guest)

Utkarsh Mis...

SK

PN

Saurabh Kh...

Pradeep Negi

AT

+10

ADITYA TIW...

Priya Sharma (Guest)

Gaurav Gupta (Guest)

Prakash Rathor (Guest)

The image shows a Zoom meeting interface. At the top, there is a timer at 01:44:18 and a 'Take control' button. Below the title bar is a 3x3 grid of video thumbnails. The participants in the grid are: PS RAO (Guest), Ridhima Banerjee (Guest), YADAVD4 (Guest), Jayanta ghosh (Manager-NER) (Guest), Dr. Puja Sareen, AHMAD4 (Guest), Priya Sharma (Guest), Gaurav Gupta (Guest), and Prakash Rathor (Guest). To the right of the grid is a sidebar containing a list of participants represented by colored circles with initials: A (aalok), UM (Utkarsh Mis...), SK (Saurabh Kh...), PN (Pradeep Negi), AT (ADITYA TIW...), and a '+10' button. At the bottom of the sidebar is a small thumbnail of a participant. The background of the sidebar is dark.