

One-Day Workshop on Building Self-Awareness & Emotional Intelligence (EQ)

A REPORT

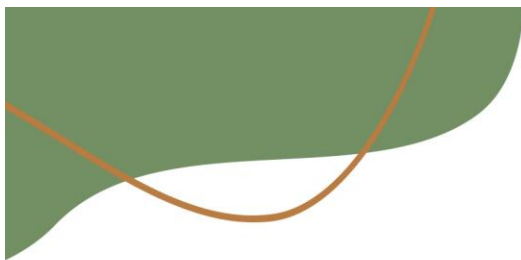
A One-Day Workshop on the theme 'Building Self-Awareness & Emotional Intelligence (EQ)' was organised by the Department of English for the English Honours students of the college, on the 29th of March, 2023, from 9:30 a.m. to 1:30 p.m. in the college auditorium. The objective of the workshop was on developing the student's leadership skills and empowering them with more authority over their lives in this dynamic, interconnected world. To achieve this, students were taught to develop the two invaluable tools which is, their Self-awareness and Emotional Intelligence (EQ) to attain a greater level of satisfaction in life. The transactor of the workshop was Mrs. Evarihun Warjri, Trainer, Hundredfold Academy, an Education Consulting Services agency in Shillong.

In this connection, a note on the theme of the workshop furnished by the Resource person, some images of the workshop, and the relevant financial statement duly submitted to the Principal of the college is attached herewith for further reference.

-Eudora Khonglah
Co-ordinator

Enclosures:

1. Theme of the workshop
2. Financial statement of the workshop
3. Feedback from students
4. Images of the workshop



Theme: Building Self Awareness and Emotional Intelligence (EQ)

The aim of this learning opportunity is to provide College students with the opportunity to develop leadership skills and the capacity to thrive in a dynamic, interconnected world.

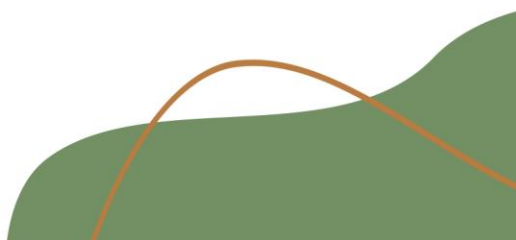
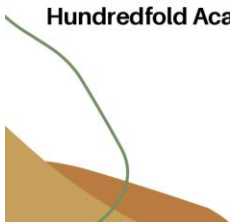
Also of equal importance is the development of self-awareness and emotional intelligence (EQ), which are invaluable tools to achieve a greater level of life satisfaction.

Self-awareness involves an awareness of one's own feelings, attitudes and emotions and their impact on their life. As students gain greater understanding of their emotions, it will empower them with more authority over their lives. The result will improve their well being and greater fulfillment.

Moreover, when faced with working people, the most useful skill one can have is the ability to recognize one's own actions, thoughts, and feelings. This, in turn, will foster trust in oneself and others and can yield successful results in dealing with others.

By honing their emotional intelligence, individuals can enhance their perception of non-verbal cues, regulate their conduct accordingly, hone their decision-making, build up their leadership qualities, and, ultimately, elevate their quality of life. To boost their emotional intelligence, focus on building the five core elements - self-awareness, self-regulation, drive, empathy, and social skills - to take advantage of their relationships with others and get the most out of their career.

By :Mrs Evarihun Warjri
Trainer
Hundredfold Academy



To

Dated: 31.03.2023

The Principal
Lady Keane College
Shillong

**Subject: Submission of the expenditure incurred during the One-Day Workshop 2023
Organized by the Department of English**

Sir,

With reference to the subject cited above, I hereby submit the details of the expenses incurred during the **One-Day Workshop on Building Self Awareness & Emotional Intelligence (EQ)** organized by the **Department of English**, on **29 March, 2023** in the College auditorium.

Expenses paid in cash

Sl no.	Item name	Voucher no.	Bill amount (Rs)
1.	Certificate Printing	1	1400.00
2.	Snacks	2	4000.00
3.	Bouquet	3	600.00
4.	Remuneration	4	4000.00
	Total		= 10000.00

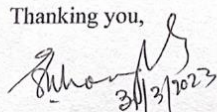
Amount sanctioned & credited to the bank

= Rs. 10000

Total Expenditure

= Rs. 10000

Thanking you,



Eudora Khonglah

Teacher-in-charge

Receipt

Name of the Programme:

One-Day Workshop on Building Self Awareness & Emotional Intelligence (EQ)

Organized by the Department of English, Lady Keane College


Date: 29 March, 2023

Time: 9:30-1:00

Venue: College auditorium

Remuneration of Resource Person

Payment by cash:

Sl no.	Date	Name of Resource Person	Amount	Signature
1.	29.03.2023	Mrs. Evarihun Warjri	Rs. 4000/-	

(3)

RETAIL INVOICE / CASH MEMO

Principal Lady Keane College

No. : 2139

DELIVERY DATE

SL. NO.	PARTICULARS	HSN CODE	TIME	QNTY.	RATE	AMOUNT RS.	P.
	fresh flowers	6031000		2	300/-	600/-	
Total Before Tax						600/-	
CGST							
SGST							
Total after Tax						600/-	

SHILLONG FLORIST
TIMBERTOWN ENTERPRISE
GSTIN : 17AQOPM3668E1ZH
Branko Complex, Police Point,
Laitumkhrah, Shillong - 793003
Mobile No :
+91 9089055777
+91 9612414377

PL. SIGN & RETURN

DATE: 28/3/23

TIMBERTOWN ENTERPRISE

Please issue cheques in favour of M/S TIMBERTOWN ENTERPRISE payable at Shillong.
E-mail : timbertown@live.com

Merry

CASH MEMO

Janai Kharkrang
Kharmalki, Malki, Shillong - 793001
Contact +91 8794411607

Sold to: *The Principal Lady Keane College (Workshop - English Dept)*

No. : 890 Date: 29.3.23

Sl. No	Particulars	Rate	Amount	P
1	100 Appy	10	1000	
2	100 Veg chow	30	3000	
TOTAL			4000	

*Goods once sold will not be taken back

Thank You

Signature

APPROVAL SLIP

BCD COMPUTER
Keating Road, Shillong - 793001

SI. No 2308 Date 30/3/23

To: *Lady Keane College Principal*

Qty.	Particulars	Rate	Amount Rs.	P.
140	Contribution	10/-	1400/-	
TOTAL			1400/-	

Rupees *One thousand 400/-* only

Signature

1. One thing I learned today was....

I learned a lot today ~~but that I~~

I got to know that feelings and emotions are not
~~exactly the same thing~~

2. One thing I liked about today's session was...

It was interactive, insightful, fun and interesting.

3. One thing I didn't like/wish had been done differently was...

I didn't expect much, so it was good.

4. One question that I have is...

Nowadays there are so many life choices resulting in people's behaviour being
very mechanical and it often comes out comedic how to not be that, ~~as~~

5. The instructor spoke:

1. One thing I learned today was.... to ^{definitely} practice what we've learned so
as to build ourselves.

2. One thing I liked about today's session was... The whole session was properly
structured and put together ^{on} the theme for the students

3. One thing I didn't like/wish had been done differently was... More participation
from students.

1. One thing I learned today was.... Self-Awareness.

2. One thing I liked about today's session was... it start with a game that taught us
about our personality about 'who we are' and knowing about
the emotions and feelings of others.

3. One thing I didn't like/wish had been done differently was...

...

1. One thing I learned today was....

self-awareness

2. One thing I liked about today's session was...

~~topics~~ talked about on various topics.

3. One thing I didn't like/wish had been done differently was...

For me personally, I wish it had been shorter. I got bored
and uninterested. With social media, the things taught have been
quite not so foreign. Nonetheless I appreciate the work.

4. One question that I have is...

N/A

5. The instructor spoke:

- a. Too fast
- b. Too slow
- ☒ c. Just right

Images of the workshop

