

NORTHEAST REGION TRAINING OPPORTUNITY

COURSE TITLE	<i>"Managing Your Emotional Intelligence"</i>
SCHOOL CODE	0104
COURSE CODE	DB8AEI
SESSION NUMBER	001
VENDOR INFORMATION	Corporate Support Services, Inc. 1101 Haxall Point, Ste. #1009 Richmond, VA 23219
DATES/LOCATION	10-11 June 2009 Aberdeen Proving Ground, MD
LENGTH	2 Days (8 Hours)
START/END TIMES	Day 1 - 0800-1600 Day 2 – 0800-1600
COST	\$375.00 per student plus travel and per diem to Aberdeen, MD
REGISTRATION	Submit Training Request via CHRTAS Must submit completed SF Form 182 NLT 30 days prior to start date 22 May 09, Fax to: ATTN: Henry Vargas at 410-306-0163 **** Nominations will be processed on a first come, first serve basis for available seats ****
COURSE MANAGER	Henry Vargas DSN: 458-1202 or COMMERCIAL (410) 306-1202 Fax: 410-306-0163

Email: vargas@us.army.mil

COURSE DESCRIPTION

Course Objectives:

- Discuss the importance of Emotional Intelligence in business and life success and happiness.
- Discuss the importance of managing your emotional intelligence.
- Discuss Emotional Intelligence concepts, factors, and competencies.
- Be more aware of his or her own Emotional Intelligence competency levels and “blind spots.”
- Create a plan for further development of key Emotional Intelligence competencies, especially those important to the job.
- Realize that Emotional Intelligence Development is an on-going process, not a “quick fix.”

Course Outline:

- The Importance of Emotional Intelligence.
- Definitions of Emotional Intelligence.
- Emotional Intelligence and the Brain.
- The Business/Leadership Case.
- Four Steps in an Emotional Intelligence Event.
- Managing Your Emotional Intelligence.
- Emotional Intelligence Factors and Competencies.
- [In class] Self-Assessment and Implications.
- The Process of Further Developing Your Emotional Intelligence.
- Creating Your Emotional Intelligence Development Plan.
- Strategies and Activities for Enhancing Your Emotional Intelligence.
- The Development Plan Discussion.

WHO SHOULD ATTEND/PREREQUISITES

Target Audience: If you need to improve your writing, this is an ideal skill-building course. Participants are asked to bring to class writing samples (hardcopy).

Check your Army Civilian Training Education and Development System Plan at <http://cpol.army.mil/train/acteds> to see if course will satisfy the core competency requirements in your Career Program or Career Field.

Prerequisites: None

METHOD OF INSTRUCTION

Lecture with exercises and individual feedback.

HOW TO NOMINATE

FAX Page 1 & 2 of SF Form 182 to HRD, NE Region (410-306-0163 or DSN 458-0163).

If deadline for registration has passed, call the course manager to see if spaces are still available. Please notify the Course Manager if special needs are required to accommodate an attendee (wheelchair access, interpreter, etc).

And

Apply for the scheduled class listed in this announcement, click on the following link to CHRTAS:

<https://www.atrrs.army.mil/channels/chrtas/default.asp?page=main.asp>

If this is your first time using CHRTAS it is recommended that you view the CHRTAS Tutorials available under the Help Bar.

Below are the steps you will need to build a Student Profile in CHRTAS and apply for a class:

If this is the first time you have used CHRTAS, you will need to click on [Update/Create Student Profile](#). If you already have a profile built, click on [Prepare Application](#).

Click on **Apply for Training**

1. Click on **FY2009**
2. Click on the training type – **Civilian HR Training**
3. Click on **Region** and select “0104-CHRA NORTHEAST REGION”
4. Click on **Course** and select DB8AEI – Managing Your Emotional Intelligence
5. Click on and select “APG, MD (0104)”, select Class# 001 to register
6. Review all information on the screen and make any corrections. This information flows from your student profile.
7. Click on **Submit this Application**

You will receive a verification email from CHRTAS. Your supervisor will receive an email for action/approval. It is important that the supervisor take prompt action.

NOTE: Only one supervisor is required. Your nominating supervisor should be identified and Email address must be entered and verified. Copy and pasting into the verification block will NOT be accepted; you must retype the email address in. The approving supervisor block may be left blank.

NOTE: You will not be given a seat in the class until we receive your approved copy of the SF 182.

For any problems, questions, or if special needs are required to accommodate an attendee (wheelchair access, interpreter, etc) please contact the Course Manager.

Do not attend unless you have received confirmation from the Course Manager.

Although we try to accommodate all training needs, an application in CHRTAS does not guarantee a space allocation. Check with the Course Manager if you have not received confirmation two-four weeks prior to the class starting date. If you have special needs (i.e., wheelchair access, interpreter), contact the Course Manager.

CANCELLATION POLICY

Should you need to cancel, please do so through [CHRTAS](#).

Cancellations after the registration deadline and "no shows" may still be billed.

BILLING INSTRUCTIONS

Complete the [GPC Form](#) for civilian and military personnel and email/fax to course manager by the registration date. Training requests in CHRTAS will not be approved until the GPC form is received by Course Manager.

If you do not use GPC, and invoice through your DFAS using the SF 182, you will need to provide the course manager a copy of the SF 182.

For contracted employees, company must provide the point of contact information of the credit card holder as noted on the [Training Request for Contracted Employees](#).

Both of these forms can also be retrieved from the HRDD website - http://cpolrhp.belvoir.army.mil/ner/FunctionalAreas/CHRA/hrd/payment_options.htm