



Expert in Expanding  
Emotional Intelligence

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<b>Course Title:</b>	<b>Essentials of Life Management</b>
<b>Faculty</b> (Profile snapshot can be downloaded from the home page of our website)	<b>Prof. Vipul Vyas</b> , Ph.D.(Emotional Intelligence), MBA HR Facilitator and Life Coach Director, Mann – The Mind, Mumbai <a href="http://www.drvipulvyas.com">www.drvipulvyas.com</a> M: +91 90040 43297 <a href="mailto:contact@drvipulvyas.com">contact@drvipulvyas.com</a>
<b>Format</b>	<b>Online Certificate Course</b> (Based on the hands-on activities and action plan to transfer training to the workplace, now a days, to ‘work-from-home’.)
<b>No. of hours</b>	<b>20</b> (All modules with basic discussion and examples)
<b>Suggestion</b>	We strongly recommend to offer this course, first to the top Management, followed by middle and junior managers, i.e. top-bottom approach.
<b>Introduction</b>	Essentials of Life Management course is a training workshop mode course, designed to encourage participants <b>to explore the larger purpose of life and related skills</b> to fulfil the same.
<b>Course Objectives</b>	Essential of Life Management course covers <b>functioning and mal-functioning of the conditioned mind and how to get rid of the same</b> . It focuses on the emotional well-being, including the technique of simple meditation and easy pranayama. This course is an attempt to <b>empower learners to develop endurance against all odds / failures in their personal and professional life and to equip them with tools to develop a healthy life-style for an optimum work-life balance</b> .
<b>Course Premise</b>	Prof. Peter Drucker at the later stage of his life said, “I would no longer teach people how to be the boss, or how to manage others. I would ask people to become self-aware, and to manage themselves.” <b>If you get the inside right, the outside will fall into place</b> . This course is aimed to be instrumental to evolve the participants into – an enlightened human resource for purposeful and stress-free living.
<b>Learning Outcomes</b>	Learners will be able to understand the <b>benefits of a trained mind or the consequences of an un-trained mind, and related strategies to train it</b> . They will also learn common habits of successful professionals and <i>how to navigate through the discomfort phase of personal and professional life</i> .

## ELM Certificate Course outline

<b>Module Plan</b>	Each module is of 2 hours – Module plan is given below*
<b>Intake</b>	Minimum 20 – Maximum 30 Participants
<b>Admission Eligibility Criteria For The Learners</b>	<ul style="list-style-type: none"> <li>• Interested in studying functioning of the mind, explore deeper self, overcoming negative behavioural issues like fear, anger, anxiety, restlessness, lack of self-confidence, compulsive thinking, etc.</li> <li>• Ready to question one’s own perspectives, judgments, opinions, understanding, beliefs, preferences &amp; knowledge.</li> <li>• Willing for self-inquiry and to develop new habits by ‘practice’ of the learning</li> <li>• Inclined to explore the higher purpose of life while being successful in the relationships and in the profession.</li> </ul>

\* Subject to modification. Course outline has evolved based on more than 20 years of academic experience, designed after much online research and deliberation. However, feel free to suggest changes, if any.

<b>Module</b>	<b>Topic</b>
1 & 2	<p><b>Power of Emotional Well-being in Action: Development and Application (Total 6 sessions)</b> <b>Introduction to the course:</b> What is the course all about and why it is important? Trend, empirical research, rationale behind the course curriculum, experiential learning methodology, etc.</p> <p><b>Functioning of Mind:</b> IQ Vs. EQ, Why EQ matter more than IQ?, How emotions impact our behaviour, Emotion’s triggers, Finding default mode of thinking and acting, Discovering new capability, how ‘Self’ gets hijacked by the emotions and mood, impact of mindset on personal and professional life, how to get free from our opinions, judgments, beliefs, desires, etc.</p>
3	<p><b>Self-Awareness (SA):</b> We cannot manage something which is unknown. To manage anything, we must know that thing first. Same applies to the Mind, Thoughts, and Emotions also. SA is about knowing what I am feeling now and how it is affecting my perspective and behaviour. This is the foundation competence of emotional intelligence (EI) and plays a very important role in the journey of the self-development. Learners would learn strategies to develop SA.</p>

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4	<p><b>Self-Management (SM):</b> Regulating emotions, particularly, negative one, is key to success in any field. SM helps learner, not to bottle up those emotions but how to minimize its negative effects. This module's objective is to learn how to maintain clarity and focus, to navigate successfully even in adverse situations and how to take a 'pause' and start responding rather than reacting.</p>
5	<p><b>Social Awareness (SoA):</b> This competence is focused on learning how to be an empathetic and a good listener. Very essential quality of every successful leader manager, is the ability to connect with the needs and desires of the team, and the good news is that it can be learned. Particularly, if you are aiming for a leadership position, it is imperative, to be sensitive towards the emotional signals of others and to decide the frame of the communication.</p>
6	<p><b>Relationship Management (RM) and Self-Motivation (SM):</b> RM includes discussion on problem solving, assertive communication and inspiring leadership which is an essential function for a leader. Person with SM, will sail through the adverse situations of his / her personal or professional life with optimism and zeal.</p>
7	<p><b>Simple Pranayam and Easy Meditation Technique:</b></p> <p>Pranayama and meditation practice increases longevity, improves - blood circulation, functioning of internal body organs, digestion, quality of sleep, mental health, confidence and reduces stress, negative emotions like fear, anger, anxiety, excessive compulsive thinking.</p>
8	<p><b>Managing Failure - Finding comfort out of dis-comfort zone:</b></p> <p>Failure management is a must for today's manager leader, who have not learned how to handle delayed gratification. Failure is a 'No' against their expectation of a 'Yes', i.e. success. Stress of failure is inevitable and hence it's management must be a part of the training calendar of the corporates to prevent depressive tendencies.</p>

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9	<p><b>Unlocking Total Potential Through Re-programming of Mind:</b></p> <p>The difference between successful people and not so successful people is the difference in their ‘self-belief’. Confidence is the conflation of the self-belief, passion and hard work. Re-programming of the mind is possible and hence it is accepted as a therapy by medical science. This module is aimed at making learners aware about impact of the mindset and tendencies on their daily life and how to replace negative tendencies with positive ones.</p>
10	<p><b>Healthy Lifestyle Habits and Work-life Balance:</b></p> <p>Let us share with our young minds, consequences of an unhealthy lifestyle on health, relationships and career. What are healthy lifestyles, how to develop them, and the practical activities to actually develop it, will be the focus of this module. Also this module attempts to develop an understanding of whether one should live to work or work to live and setting the priorities right between job and family.</p>

