

Emotional Intelligence Training July

Emotional

Being 'aware' of one's self is the knowledge, value and you have to offer, whether it is



Self-awareness is not only the first step to the process of full why one thinks the way he thinks or fully appreciate himself or see the importance of making changes to improve him, if necessary. Self-awareness gives power and a sense of peace or happiness. This newly found strength will more than likely carry over into your work life, how you perform your duties as well as how you interact with others.

ability to accurately perceive one's skills and responsibilities. It is being confident in what personally or professionally.

important for one's self-esteem, but it is also acceptance or change. Without understanding why he acts the way he acts, he may never

Intellectual



The following personal skills are important to effective self-management. Read through each skill and write a one to two sentence definition. Once you have defined each skill, create a scenario in which the use of the skill would be important.

1. Reflection
2. Self-Awareness
3. Planning
4. Monitoring
5. Time Management
6. Flexibility
7. Self-Appraisal

Occupational

Empathy is sharing in the feelings of others, whether joy or sadness is an admirable trait. In order for empathy to work, a person must first be able to recognize, classify, and understand their own feelings. Can you identify the most empathetic response below?

I am so upset. I thought I was going to get the job promotion.

- A. The better candidate got the job.
- B. Start spreading rumors about the work performance of the one who got it, and then maybe they will give it to you.
- C. I know you are disappointed about not getting the job, but don't give up. There will be a posting of a similar position next week, apply for it.



Just A Few Things...

Physical

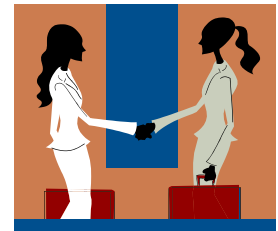


Stay physically fit. Many people don't think of staying fit when they talk about emotional intelligence, but it is a very important part of being able to practice self-management.

Exercising your body is just as crucial to self-management as exercising your mind. A body that is not well rested, nutritionally fed, or physically exercised can lead to emotional and physical illnesses.

Social

Compromise is an unavoidable part of dealing with others in both the business world and in personal relationships. The ideal situation would be that everyone agrees with everything you say, but that is highly unlikely. Unless you live in a society that does not value diplomacy, this is a skill that will present plenty of opportunities for you to master it.



Read the scenarios and create solutions of compromise.

1. For a job well done, John wants to take the team out for a steak lunch, while his co-manager, Amy wants to take the team out for seafood. How can they compromise?
2. Mike wants to introduce an internet-based training to the team, but Peter believes this will not effectively present the material, and therefore suggests they provide a face-to-face, classroom training. How they can compromise?

Spiritual



Possessing the quality of 'optimism' is the ability to find the bright side of every situation. This is an admirable position that not all have. The secret to exhibiting this characteristic is to understand that there are no issues that cannot have a positive spin. Not only is this beneficial for an individual's personal life, but optimism can be a competitive advantage in the business world.

Pessimism is the exact opposite of optimism. Instead of viewing the glass as 'half full' or having a positive outlook on situations, pessimists can only see the down side of the issue.



As you would expect, pessimism in the workplace can be very detrimental to the individual's career growth and the well-being of the company as a whole.

Is your glass half full or half empty?