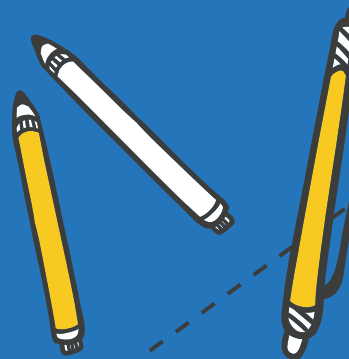
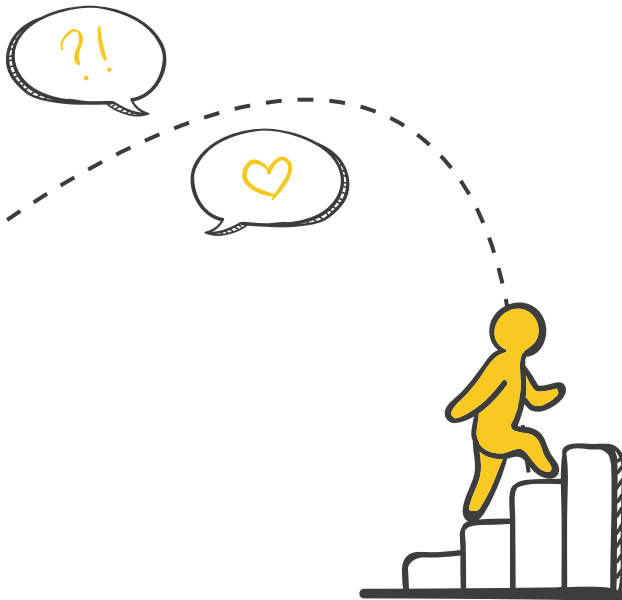


ENHANCE YOUR EQ FOR GREATER WORKPLACE SUCCESS

Your emotional intelligence (EQ) is a term used to define your own self-awareness and regulation when it comes to your emotions. A better appreciation of your EQ can encourage self-motivation and supports with empathy and social skills. It is natural gift, yet one we can always improve. Recognising and enhancing your EQ will help you achieve greater workplace success, improving performance, collaboration and creating high-performing teams around you.





The components of your EQ defined by American psychologist Daniel Goleman in 1995.



Self-awareness: the ability to “know thyself”



Self-regulation: the ability to control your emotions



Motivation: understanding what drives you, beyond a need to make a living



Empathy: seeing things from someone else’s point of view



Social skills: channelling skills 1-4 through improved communication



Print this worksheet and use it to help you develop your EQ and become a better collaborator.

SELF-AWARENESS

Recognising your own qualities, your strengths and weaknesses is the best way to start enhancing your EQ. Are you a good listener? Do you remain calm in a crisis? Do you struggle with criticism? Or find it hard to articulate your emotions? Starting to define your own behaviours helps present areas for improvement, that may need more self-regulation, which we'll look at next.

Mark on the scale where you think you sit for each of these skills.



The key to this exercise is to look within, being truthful with your answers to allow you to identify skills for improvement. Being aware of your own emotions and actions will help you become more patient, optimistic, and open to growth, all of which will support your wider career and life goals.

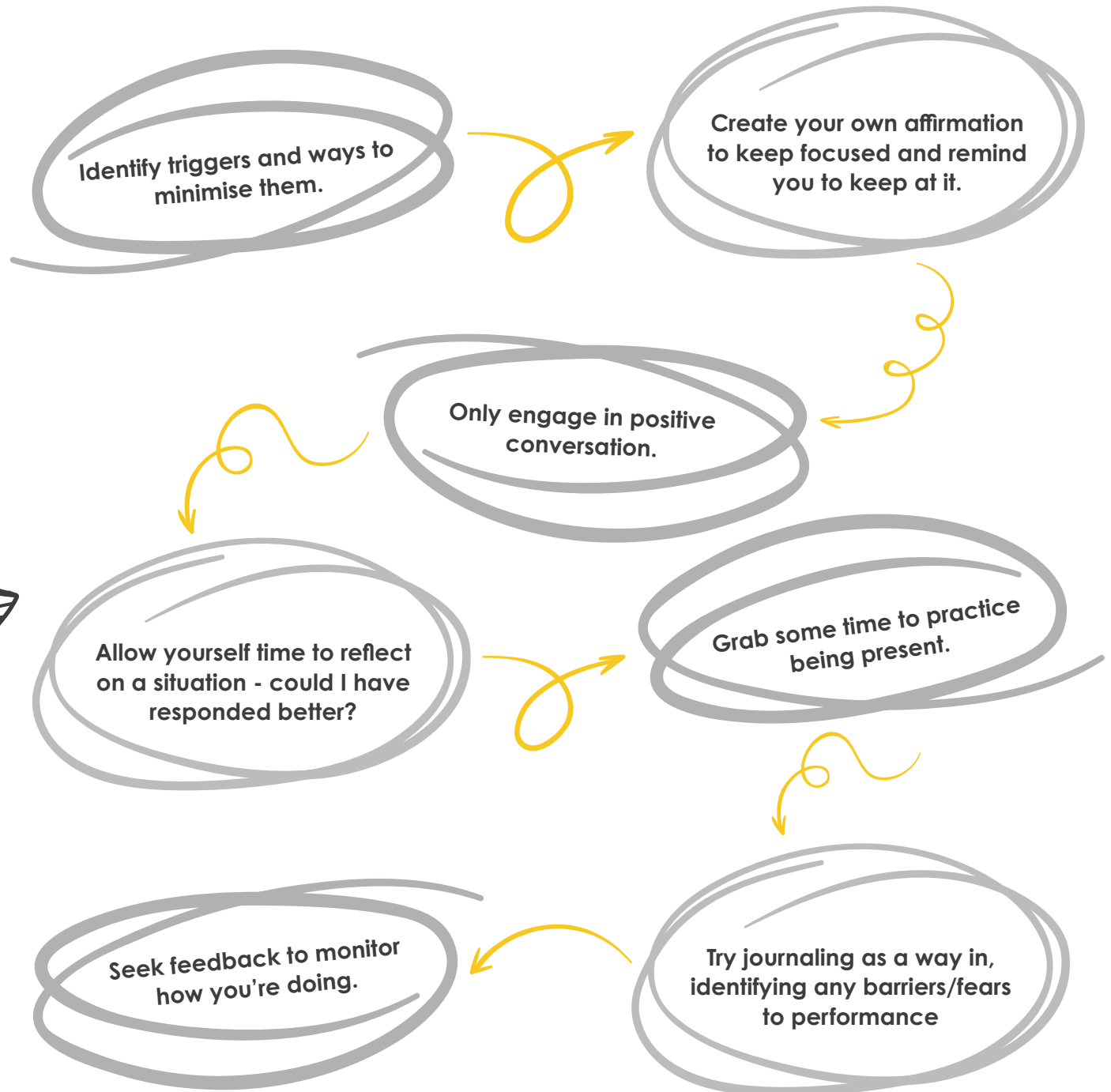
	Highly disagree			Highly agree	
	1	2	3	4	5
I'm an active listener					
I take criticism well					
I have clear values					
I act with humility					
I'm confident with my decisions					
People come to me for support					
I can articulate my point					
I keep a cool head when stressed					
I am a strong collaborator					
I'm tactful in sensitive situations					
I encourage the best from others					
I have good intuition					
I know when I am wrong					

Now write down 3 adjectives which best describe you:

Talk to a friend or relative and ask if they would describe you the same way?

SELF-REGULATION

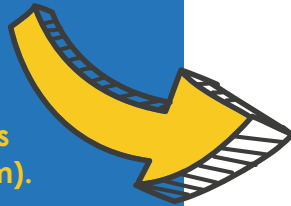
Self-regulation is all about managing your emotions. When you can effectively self-regulate then you will see huge workplace benefits such as, increased focus on the end goal, maintaining a calm head in challenging situations, better communication with those around you, ability to adapt, and more. Enhancing self-regulation can help burnout and improve productivity, here are some supporting strategies...



MOTIVATION

It's only through self-motivation that we can turn our newfound awareness and resilience into opportunity, commitment and achievement. And not just for ourselves. Emotionally intelligent leaders recognise the emotions, concerns and ambitions of others – an appreciation of the most effective ways to motivate teams and individuals. You've doubtless seen the energy and the positive transformation the magic of motivation brings. But how do you summon the motivation to channel that change?

List 5 things you can do today that will affect your later achievements (either as an individual or for your team).



1

2

3

4

5

**Identify when you have felt a lack of motivation and what has been the cause?
How can you turn this around?**

EMPATHY AND SOCIAL SKILLS

Many successful leaders have a high EQ, they are effective communicators, consider the feelings of others and can read people to direct their approach accordingly. Being empathetic means listening to and sympathetically understanding the views of someone else. Demonstrating empathy in the workplace helps develop an open and respectful workplace culture, fostering trust, collaboration, and greater performance. Empathy and successful social skills directly impact the bottom line, for both businesses and individuals.



Practice 'active listening', when your partner, friend, family member is telling you about their day make sure you listen to every word.

Give them your full attention and notice how they respond when you are fully engaged.

Now, Identify the individuals in your team and ask yourself...

1

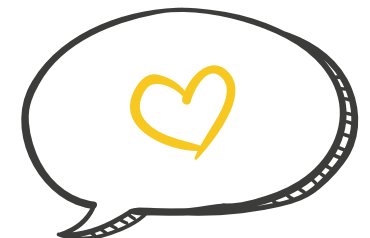
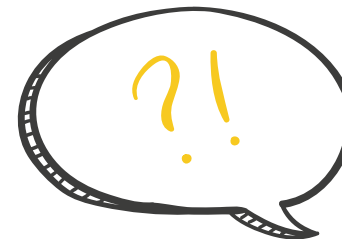
What are their short and long-term goals?

2

How do I intend to find out more information?

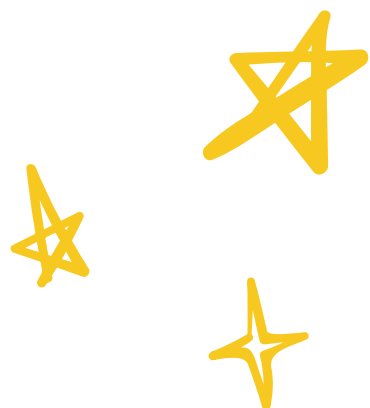
3

What support do they need?





There are many resources online to support you enhancing your EQ, this one is just a starting point. A strong EQ is often not found on a job spec, yet nearly all employers are looking for candidates to have these soft skills at interview. In a competitive market, EQ can make the difference between one candidate and the next, and indeed between the success and failure of business projects. Strengthen your performance and see the rewards it brings.



GET IN TOUCH

For support with your recruitment strategy please get in touch with us:

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