

THE PERSONAL DEVELOPMENT COLLECTION SELF-STUDY WORKBOOK



Emotional Intelligence

You might think work is not the place for strong emotions. That it's a place to be professional and in control. In fact, emotions are everywhere and your workplace is an intensely emotional place, even if you don't yet recognise it.

If you want to survive in the modern workplace, you need to strengthen your people skills and become an expert selfmanager, able to control your emotions even under fire, and that is why you need emotional intelligence.

NAME



Collection Emotional Intelligence Workbook

Paul Gerhardt

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The Emotional Intelligence Workbook: Teach Yourself Jill Dann, Derek Dann, 2015-09-10 Do you want to be able to persuade influence or empathise with people in any situation Do you want to be able to click with people instantly Do you want people to trust you This new Teach Yourself Workbook doesn t just tell you what emotional intelligence is It accompanies you every step of the way with diagnostic tools goal setting charts practical exercises and many more features ideal for people who want a more active style of learning The book starts by helping you identify the behaviours associated with emotional intelligence and whether you are currently doing them It then helps you set specific goals to improve on as you progress through the book you will be able to keep checking your progress against these goals Specially created exercises using the tools of NLP hypnotherapy and cognitive psychology will help you to boost your emotional intelligence so that you can reach your potential in any situation **Emotional Intelligence Skills Guide and Workbook** Paul Gerhardt, 2019-07-21 The best book on emotional intelligence skill building available Based upon the latest research this is perhaps the greatest tool ever developed to help leaders and employer of all levels develop the much needed emotional intelligence skills needed to develop better relationships manage potential conflict lower employee turnover and build trust This workbook breaks down key concepts in plain easy to read and easy to follow lessons to help you grow your emotional intelligence skills Read the short lessons reflect then build your skills by doing the short writing assignments at your own convenience Dr Paul Gerhardt has been teaching diversity and leadership skills since 2000 to thousands of leaders from many different organizations across the United States Visit www SupervisionEssentials com for other great training products and leadership lessons Emotional Intelligence Denys Santos Blell, 2011 Emotional Intelligence provides practical advice and strategies for improving emotional and social intelligence quotients by embodying the disciplines of personal authenticity unconditional trust respect truth honesty fairness care openness and forgiveness Understanding the emotional effects of blame and the importance of personal accountability will lead to learning and professional success Personal and professional success in a diverse organization depends on the ability to understand master and express emotions that is self mastery and to perceive and respond to the emotions of the people with whom we live learn and work that is empathy These two faculties represent our emotional intelligence the capacity that determines our actions personal patterns of interactions and the pattern and quality of all relationships It is therefore essential to establishing success in the diverse workplace Fundamentally a community is a system of relationships between people with common interests Focusing on commonality raises the priority of appreciating and understanding differences and this priority comes from within a community rather than being imposed on it from outside Thus we must move beyond diversity and differences to commonalities as the foundation for building effective organizations and communities Learn to refocus your organization on commonalities develop effective strategies for personal accountability and aim for success with Emotional Intelligence Working with

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