

Employee Development Roadmap

Company X Talent Development Department

Welcome to Company X’s Employee Development program! This program has been designed to support your personal and professional growth throughout your time with the organization. We’ve structured this program so that you can start at the start or dive in anywhere you feel you’d like to develop further. Additional information on each of the training offerings below can be found on the second page of this document.



Emotional Intelligence 101



EQ Skill Focus:
Personal Competence



EQ Skill Focus:
Self Management Strategies



Development Focus:
Active Listening



EQ Skill Focus:
Relationship Management Strategies



EQ Skill Focus:
Social Competence



Development Focus:
Clear Communication



Development Focus:
Relationship Building



**StrengthsFinder
Deep Dive**

Please consult our online schedule for up-to-date in-person and web-based training offerings.

Company X

Employee Development Offerings

Emotional Intelligence 101

Emotional Intelligence (EQ) is your ability to recognize and manage your own emotions, effectively navigate social situations, and manage your relationships with others. Emotionally intelligent individuals know how to handle conflict effectively, communicate clearly and deal with change. EQ also helps with decision-making, self-control and flexibility.

Research suggests that the link between EQ and earnings is so direct that every point increase in EQ adds \$1,300 to an annual salary.

This online e-learning module is designed for you to work at your own pace, but to be completed in roughly 20 minutes.

EQ Skill Focus: Personal Competence

Personal competence is fundamental to overall EQ. Recognizing and managing your own emotions sets you up for success in social awareness and relationship management. This course will dive deeper into the concepts of self-awareness and self-management and demonstrate successful examples of personal competence based on real-life accounts.

EQ Skill Focus: Self-awareness Strategies

The ability to recognize your emotions as you are feeling them is a critical first step for all interactions. Learning how to recognize your emotions from one moment to the next will help you appropriately manage these emotions for your own wellbeing and the success of your social relationships. This course will help you identify exemplary self-awareness and help you develop applicable strategies to improve your own self-awareness.

EQ Skill Focus: Social Competence

Social awareness and relationship management make up 50% of EQ. Being aware of how others are feeling and being able to apply this awareness in your personal and professional relationships will make you more flexible, more adaptable to change, and a more efficient communicator. This course will dive deeper into the concepts of social awareness and relationship management, providing you with opportunities to examine strong examples of social competence.

Development Focus: Active Listening

It can be challenging to truly engage in conversations without attempting to anticipate what the other person is going to say, or prepare to express your own points or opinions. This web-based training module will demonstrate active listening best practices through social scenarios. It will put you in the drivers seat so you can tune in and assess the practices of others prior to practicing active listening in your own conversations.

EQ Skill Focus: Social Awareness Strategies

In order to effectively manage social relationships, it is critical to look outward to learn about and appreciate others. Tuning into the emotions of others will help you get a more accurate view of your surroundings and will positively impact your interpersonal relationships and effectiveness at work—even if you work with only one other person! This course will help you identify exemplary social awareness and develop applicable strategies to improve your own social awareness.

Development Focus: Clear Communication

Applying the EQ theory of social competence (**EQ Skill Focus: Social Competence**) and integrating active listening (**Development Focus: Active Listening**), this course will support you in improving your ability to communicate clearly, succinctly and successfully. This course builds upon an understanding of social competence and active listening in order to provide learners with high-level abilities in communication. It is recommended that you consider completing the 2 aforementioned courses prior to enrolling in this one.

Development Focus: Relationship Building

This in-person course will provide learners with opportunities to practice social awareness and relationship building strategies that will be valuable in developing and maintaining professional relationships throughout their careers.

This is a hands-on course that often fills up quickly. Consider signing up for our newsletter if you are interested so you can be one of the first to hear about future offerings of this course.

StrengthsFinder Deep Dive

This course will examine the results of your personalized StrengthsFinder assessment. It will provide learners with a deeper understanding of their assessment results as well as strategies for capitalizing on their strengths.

This course opens only a small number of seats per offering, so it is recommended that you join the wait-list if you are interested in enrolling.