# Learning Objective

Leap apprentices will reflect on their emotional quotient (EQ) and learn skills to boost their EQ.

# Overview

Emotions are all around us in the office, and it's important for leaders to understand how to harness them to cultivate productivity and positive relationships. In this module Leap apprentices will learn how to boost their emotional quotient (EQ) to better lead teams, work with peers, and manage up.

This module has ten exercises. Download the zip package found in the exercise tab on LinkedIn Learning. **You will be doing three of the ten exercises** and looking at the last exercise. Write down your responses on the exercise file pdf. If necessary, save these pdfs to not lose your work.

After completion, you will be sharing your exercise responses with a group. Below is a list of exercises you will be completing. In LinkedIn Learning, there are chapter and under chapters there are sections. The exercises are designed to be done after a section, not at the end of a chapter. Do quizzes at the end of chapters.

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| --- | --- | --- | --- |
| 10 minutes | Chapter 1: Section 1 | 01\_01.pdf | Overview of Emotional Intelligence |
| **SKIP** |  | 01\_03.pdf | Leading People and Organizations |
| **SKIP** |  | 02\_01.pdf | Getting to Know Yourself |
| **SKIP** |  | 02\_02.pdf | Exploring Emotions |
| 8 minutes | Chapter 3: Section2 | 03\_02.pdf | Understanding Triggers |
| **SKIP** |  | 03\_03.pdf | Managing Your Triggers |
| **SKIP** |  | 04\_02.pdf | Extending Empathy |
| 10 min | Chapter 5: Section 2 | 05\_02.pdf | Facilitating Teams |
| **SKIP** |  | 05\_04.pdf | Inspirational Leadership |
| Look at |  | 06\_01.pdf | References: Next Steps |

# Time

Media 1 hour. Exercises 25 minutes. Five Chapter quizzes. Sharing and discussing at the end.

# Leading with Emotional Intelligence

LinkedIn Learning: [Leading with Emotional Intelligence](https://www.linkedin.com/learning/leading-with-emotional-intelligence-3/lead-with-emotional-intelligence?u=3322)

## Introduction (2 min)

**Lead with emotional intelligence**

## The Emotionally Intelligent Leader (11 minutes)

**Overview of EQ**

*Spend five minutes on Overview of Emotional Intelligence (01\_01).*

**The brain science of EQ**

**Leading people and orgs**

*SKIP Leading People and Organizations (01\_03).*

*Do the chapter quiz*

## Knowing Yourself (8 minutes)

**Getting to know yourself**

*SKIP Getting to Know Yourself (02\_01).*

**Exploring emotions**

*SKIP Exploring Emotions (02\_02).*

*Do the chapter quiz*

## Managing Yourself (16 minutes)

**Self-control**

**Understanding triggers**

**Managing your triggers**

*Spend eight minutes on Understanding Triggers (03\_02).*

**Self-care and support**

*SKIP managing triggers (03\_03).*

*Do the chapter quiz*

## Understanding Others (8 minutes)

**Understanding humans at work**

**Extending empathy**

*SKIP Extending Empathy (04\_02).*

*Do the chapter quiz*

## Leading Others (17 minutes)

**Creating safety and inclusion**

**Facilitating teams**

*Spend 10 minutes on Facilitating Teams (05\_02).*

**Catalyzing change**

**Inspirational Leadership**

*SKIP Inspirational Leadership (05\_04).*

*Do the chapter quiz*

## Conclusions (4 minutes)

**Next Steps**

*Look at* Next Steps *(06\_01).*

Group Questions:

Share your learning from the exercise files and discuss each worksheet. What stood out to you?

*Choose one of the below scenarios and discuss your approaches(s). You may* ***assume and make up additional context*** *to the situation to better answer the question. Reflect on the videos and your own experience.*

* *You join your new team and you are the first new member in several years. What strategies can you use to get to know your team?*
* *You have been working hard on a project and are becoming discouraged, lowering your productivity and ability to prioritize tasks. What steps can you take to get back on track?*