



EQ Training Workshop Detailed Plan and Activities

Date: 11/28/2025

You are a trainer for EQ. Do a thorough analysis of the attached file then output detailed slides contents and activities for the two days training.

GLM 4.6

Of course. As an EQ trainer, I understand the importance of a structured, engaging, and transformative learning experience. Based on a thorough analysis of the provided document, I have designed a comprehensive two-day training program.

Analysis of the Provided Document

The document outlines a robust framework for Emotional Intelligence (EQ) training. Its strengths are:

1. Clear, Modular Structure: It breaks EQ down into five core competencies (Self-Awareness, Self-Regulation, Motivation, Empathy, Social Skills), which is a classic and effective model.
2. Logical Progression: The modules build on each other, starting with the internal foundation (Self-Awareness) and moving outward to interpersonal skills (Social Skills).
3. Action-Oriented: It rightly emphasizes practice, application, and action planning, not just theory.
4. Comprehensive Scope: It covers the key pillars of EQ, providing a well-rounded foundation.

My design will take this excellent framework and infuse it with dynamic activities, modern training techniques, and a strong narrative thread to ensure the learning is memorable, personal, and directly applicable to the participants' professional lives.

Two-Day EQ Mastery Training : "The Leader's Advantage"

Training Goal & Objectives

Overall Goal: To equip participants with the foundational knowledge, practical skills, and a personal action plan to leverage Emotional Intelligence for enhanced leadership, collaboration, and overall workplace effectiveness.

Learning Objectives: By the end of this two-day workshop, participants will be able to:

- Define Emotional Intelligence and its critical impact on professional success.
- Accurately identify their own emotional triggers, strengths, and areas for development.
- Implement at least three techniques for managing disruptive emotions and impulses.
- Reframe challenges to maintain a resilient and optimistic outlook.
- Demonstrate empathetic listening to build trust and stronger relationships.
- Apply conflict resolution and influencing skills to navigate complex social situations.

Detailed Slides & Activities : Day 1 - "The Foundation: Mastering the Inner World"

Theme: From Self-Discovery to Self-Mastery

Time: 9:00 AM - 5:00 PM

Module 1: Welcome & The EQ Imperative (9:00 AM - 10:30 AM)

Slide Content	Trainer's Notes & Activities
Slide 1: Title Slide "The Leader's Advantage: A Two-Day Journey into Emotional Intelligence" [Your Company Logo]	Activity: Welcome & Introductions (10 mins) - Welcome participants, review logistics, and set a collaborative tone. - Icebreaker: "Professional Superpower & Kryptonite." Each person introduces themselves, sharing one professional strength (their "superpower") and one challenge that can derail them (their "kryptonite"). This immediately introduces the concept of strengths and vulnerabilities in a safe way.
Slide 2: What is Emotional Intelligence? - Image: Brain with a heart. - Definition: "The ability to recognize, understand, and manage our own emotions and to recognize, understand, and influence the emotions of others." - EQ vs. IQ: IQ gets you the job, EQ gets you the promotion.	Activity: Group Poll & Discussion (15 mins) - Use a live poll (e.g., Slido, Mentimeter): "On a scale of 1-10, how critical is EQ for success in your role?" - Discuss the results. Ask: "Why did you choose that number? Can you give an example where EQ (or a lack of it) made a huge difference in a project or team?"
Slide 3: The Business Case for EQ - Icons representing: Higher Performance, Better Leadership, Reduced Stress, Improved Teamwork. - Stats: (e.g.,	Trainer-Led Discussion (15 mins) - Present compelling statistics. - Connect EQ directly to common business challenges: high turnover, low

"90% of top performers have high EQ," "EQ is responsible for 58% of performance in all types of jobs."

solution, not a "soft skill."

Slide 4: The Five Pillars of EQ
- A pyramid or circular graphic showing:
1. Self-Awareness (Foundation)
2. Self-Regulation
3. Motivation
4. Empathy
5. Social Skills (Peak)

Activity: "EQ Journey Map" (20 mins)
- Hand out a blank "journey map."
- Explain that we will journey through these five pillars over the next two days.
- Ask participants to privately rate their current confidence level (1-10) for each pillar on their map. This is a personal baseline, not for sharing.

Slide 5: Day 1 Agenda & Learning Goals
- Morning: EQ Imperative, Deep Dive into Self-Awareness.
- Afternoon: Self-Regulation & Motivation.
- Goal: To leave today with a crystal-clear understanding of your emotional landscape and tools to navigate it.

Activity: Setting Intentions (10 mins)
- Review the agenda.
- Ask participants to write down one specific thing they want to learn or achieve today. "What is your personal goal for Day 1?" This fosters ownership of the learning.

Module 2: Deep Dive into Self-Awareness (10:45 AM - 12:30 PM)

Slide Content

Trainer's Notes & Activities

Slide 6: Module 2: Self-Awareness
- Quote: "Knowing yourself is the beginning of all wisdom." - Aristotle
- What it is: The ability to perceive your own emotions and understand your tendencies across situations.

Activity: The Emotional Wheel (15 mins)
- Introduce a simplified emotional wheel (e.g., Plutchik's model).
- Activity: "Name it to Tame it." In pairs, participants share a recent work situation and use the wheel to precisely name the emotions they felt. This builds emotional vocabulary.

Slide 7: The Neuroscience of Emotion
- Simple diagram of the Amygdala (alarm) and Prefrontal Cortex (CEO).
- The "Amygdala Hijack": When emotion overrides logic.

Trainer-Led Explanation (10 mins)
- Explain the concept in simple, relatable terms. Use an analogy: "The amygdala is your smoke detector. Sometimes it goes off when you just burn toast, but sometimes there's a real fire. Self-awareness is learning to tell the difference."

Slide 8: Discovering Your Triggers & Patterns
- Triggers: People, situations, thoughts that spark an emotional response.
- Patterns: Your recurring, habitual reactions.

Activity: "Trigger Tracker" Reflection (25 mins)
- Provide a worksheet with columns: Situation, Trigger, Emotion Felt, My Reaction, The Outcome.
- Ask participants to privately fill it out for 2-3 recent work events.
- Debrief (Group): "What patterns are you noticing? What was the most surprising discovery?" (Voluntary sharing only).

Slide 9: The Power of Feedback
- Blind Spots: The parts of ourselves we cannot see.
- Johari Window: A simple model showing Open, Hidden, Blind, and Unknown areas.

Activity: "Blind Spot" Exercise (20 mins)
- Explain the Johari Window.
- In small, trusted groups of 3, each person takes a turn. They ask: "What is one strength you see in me that I might not see myself?" and "What is one potential blind spot (a minor habit) you've noticed?"
- Rule: Feedback must be constructive, specific, and kind. The receiver can only listen and say "thank you."

Slide 10: Module Summary & Takeaways
- Self-Awareness is the non-negotiable foundation.
- You can't manage what you don't recognize.
- Your "Trigger Tracker" is your new best friend.

Activity: Key Learning (5 mins)
- Ask each person to share one word or phrase that summarizes their biggest learning from this module.

LUNCH (12:30 PM - 1:30 PM)

Module 3: The Art of Self-Regulation (1:30 PM - 3:15 PM)

Slide Content

Trainer's Notes & Activities

Slide 11: Module 3: Self-Regulation
- Image: A captain skillfully steering a ship through a storm.
- What it is: The ability to control or redirect disruptive emotions and impulses. It's thinking before acting.

Activity: "Regulate or React?" Scenarios (15 mins)
- Present short, relatable work scenarios (e.g., "A colleague publicly criticizes your idea in a meeting," "You receive an angry email from a client").
- In pairs, discuss the difference between a "React" response and a "Regulate" response for each.

Slide 12: The 6-Second Pause
- The Science: It takes about 6 seconds for the chemicals from an amygdala hijack to be absorbed.
- The Technique: Breathe. Pause. Then choose your response.

Activity: Practice the Pause (10 mins)
- Lead the group in a guided breathing exercise. "Inhale for 4, hold for 4, exhale for 6."
- Ask them to think of a recent minor annoyance and practice applying the 6-second pause to it. Discuss how it felt.

Slide 13: Your Self-Regulation Toolkit
- Reframing: Changing your perspective on the situation.
- Physical State-Change: Stand up, stretch, get water.
- Positive Self-Talk: The internal script you run.

Activity: Toolkit Role-Play (30 mins)
- Break into groups of 3. One person plays a "triggering" role (e.g., an overwhelmed team member, a demanding manager). The second person practices using a tool from the toolkit. The third person is an observer, giving feedback on what worked. Rotate roles.

Slide 14: Building Adaptability
- Adaptability: The ability to handle change with grace.
- From Rigidity to Flexibility: How do you react when plans change

Trainer-Led Discussion (15 mins)
- Discuss the link between self-regulation and adaptability.
- Ask: "What's a story of a time a change turned out for the better? How could regulating initial frustration have helped

unexpectedly?	you see that opportunity sooner?"
Slide 15: Module Summary & Takeaways - You are in control of your response, not the situation. - The 6-second pause is your superpower. - Build your personal toolkit of regulation techniques.	Activity: Commitment (5 mins) - "Which one regulation technique will you commit to trying this week? Write it down."

Module 4: The Drive of Motivation (3:30 PM - 4:30 PM)

Slide Content	Trainer's Notes & Activities
Slide 16: Module 4: Motivation - Image: A person climbing a mountain, enjoying the journey. - What it is: A passion for work for reasons beyond money or status. A drive to achieve for the sake of achievement.	Activity: "Beyond the Paycheck" (15 mins) - In pairs, discuss: "What part of your work gives you the most energy and satisfaction, even when it's hard? What does that tell you about your intrinsic motivators?"
Slide 17: Optimism & Resilience - Optimism: Seeing setbacks as temporary, specific, and external. - Resilience: The ability to bounce back from adversity.	Activity: Reframing Setbacks (20 mins) - Present a pessimistic statement, e.g., "I failed the presentation, I'm terrible at public speaking." - In small groups, have them reframe it using the optimistic lens: "That one presentation (specific) didn't go well this time (temporary) because I was nervous and didn't prepare enough (external/internal controllable factor)." - Share the best reframes with the whole group.
Slide 18: Commitment & Initiative - Commitment: Aligning with the team's or organization's goals. - Initiative: Seizing opportunities to go above and beyond.	Trainer-Led Discussion (10 mins) - Connect motivation to action. "How does a strong sense of personal motivation translate into taking initiative at work? What gets in the way?"
Slide 19: Day 1 Wrap-Up & Reflection - Review: Self-Awareness -> Self-Regulation -> Motivation. - Quote: "The privilege of a lifetime is being who you are." - Joseph Campbell	Activity: "Rose, Bud, Thorn" (15 mins) - Ask each person to reflect on Day 1 and share (in their small groups or with the whole group): - Rose: A key insight or something that blossomed for them. - Bud: Something they are curious about and want to explore more tomorrow (Empathy/Social Skills). - Thorn: A challenge or a difficult part of the day. - Preview Day 2. Thank everyone for their vulnerability and hard work.

Detailed Slides & Activities : Day 2 - "The Application : Mastering the Outer World"

Theme: From Understanding to Impact

Time: 9:00 AM - 5:00 PM

Module 5: The Power of Empathy (9:00 AM - 10:45 AM)

Slide Content	Trainer's Notes & Activities
Slide 20: Day 2: Welcome Back! - Agenda: Empathy, Social Skills, Action Planning. - Today's Goal: To translate your inner EQ mastery into powerful, positive impact on others.	Activity: Day 1 Check-in (10 mins) - "What's one thing you practiced or noticed about your emotions between yesterday and today?" This reinforces the learning.
Slide 21: Module 5: Empathy - Image: Two people connecting, with a glowing link between them. - What it is: The ability to understand the emotional makeup of other people. Skill in treating people according to their emotional reactions.	Activity: "Walk in Their Shoes" (15 mins) - Present a brief, emotionally charged case study (e.g., an employee whose project was just cancelled). - In pairs, one person role-plays the employee, the other practices listening. The goal is not to solve the problem, but to understand and reflect the feeling.
Slide 22: The Three Types of Empathy - Cognitive Empathy: "I understand your perspective." (Thinking) - Emotional Empathy: "I feel what you're feeling." (Feeling) - Empathic Concern: "I want to help." (Doing)	Trainer-Led Explanation & Examples (15 mins) - Clearly define each type with workplace examples. - Discuss when each is most useful. - "Cognitive empathy is great for negotiation. Emotional empathy builds deep trust. Empathic concern drives you to support your team."
Slide 23: Mastering Empathetic Listening - It's not about you. - 1. Listen to Understand, not to Reply. - 2. Suspend Judgment. - 3. Reflect Feelings & Content. ("It sounds like you're feeling frustrated because...")	Activity: Active Listening Trios (25 mins) - Groups of 3: Speaker, Listener, Observer. - Speaker talks for 3 minutes about a current work challenge. Listener practices only listening and reflecting. Observer uses a checklist to give feedback on the listener's skills. Rotate roles.
Slide 24: Developing Organizational Awareness - Reading the "emotional current" of the office. - Understanding power dynamics, unspoken rules, and key networks.	Group Brainstorm (10 mins) - Ask: "What are some signs or signals you can pick up on to 'read the room' in a meeting or in the office overall?" (e.g., body language, who gets listened to, topics that are avoided).

Module 6: The Skill of Social Skills (11:00 AM - 12:30 PM)

Slide Content	Trainer's Notes & Activities
Slide 25: Module 6: Social Skills - Image: A conductor leading an orchestra. - What it is: Proficiency in managing relationships and building networks. The ability to find common ground and build rapport.	Activity: "Rapport Builders" (10 mins) - Quick brainstorm: "What are small, authentic things people do that build rapport with you?" (e.g., remembering a detail, asking about your weekend, genuine compliments).
Slide 26: Communicating with Impact - Clarity & Conciseness: Getting to the point. - Tone & Body Language: The real message. - Tailoring the Message: Adapting to your audience.	Activity: "The Audience-First Message" (20 mins) - Give groups a scenario: "You need to announce a difficult change (e.g., budget cuts) to two different audiences: 1) your direct team, and 2) senior leadership." - Have them outline the key points, tone, and desired outcome for each. Discuss the differences.
Slide 27: Navigating Conflict Constructively - Conflict is inevitable; combat is optional. - The Goal: Seek understanding, not to win. - A Simple Model: 1. State your observation. 2. Explain the impact. 3. State your need/request.	Activity: "Difficult Conversation" Role-Play (30 mins) - In pairs, use the model to practice a common difficult conversation (e.g., giving feedback on a missed deadline, addressing a recurring annoyance). One person practices the model, the other responds naturally. The group gives feedback.
Slide 28: The Art of Influence & Persuasion - It's not manipulation. It's finding a win-win. - Key Levers: Building trust, understanding their needs, framing your idea as a solution to their problem.	Trainer-Led Discussion (15 mins) - Ask the group: "Think of the most persuasive person you know. What do they do that makes them so effective? Is it their logic, their passion, their relationship with you?" Deconstruct the elements of influence.
LUNCH (12:30 PM - 1:30 PM)	
Module 7: Integration & Action Planning (1:30 PM - 4:00 PM)	
Slide Content	Trainer's Notes & Activities
Slide 29: Putting It All Together - A full graphic showing the 5 pillars interconnected. - The EQ Flywheel: Better Self-Awareness leads to better Self-Regulation, which fuels Motivation, which allows for true Empathy, which powers effective Social Skills, which in turn provides feedback that sharpens Self-Awareness.	Activity: "My EQ Story" (20 mins) - Participants individually map out a recent workplace interaction on their EQ Journey Map from Day 1. - They should identify where each of the 5 pillars came into play (or could have). "Where did my self-awareness help? Where did my self-regulation fail? How could empathy have changed the outcome?"
Slide 30: Your Personal EQ Development Plan - 1. Focus Area: Which of the 5 pillars will be your primary focus for the next 90 days? - 2. Specific Actions: What 2-3 specific, measurable actions will you take? (e.g., "I will use the 6-second pause before every meeting." "I will practice reflective listening with one team member per week.") - 3. Success Measures: How will you know you're improving? - 4. Support System: Who can support you? (e.g., an "EQ buddy" from the room).	Activity: Action Plan Workshop (45 mins) - Provide a detailed template for the action plan. - Play some focus music and allow for quiet, individual work. - Encourage them to be ambitious but realistic. - The trainer circulates to offer coaching and answer questions.
Slide 31: Building an EQ Culture - From Me to We: How can you bring these principles back to your team? - Ideas: Share your learnings, model the behavior, give feedback with empathy, celebrate emotional intelligence.	Group Discussion (20 mins) - "What's one small thing you could do to encourage a more emotionally intelligent environment on your team?" - Capture ideas on a flip chart. This empowers them to be agents of change.
Slide 32: Final Commitments & Q&A - Quote: "The best time to plant a tree was 20 years ago. The second best time is now." - Chinese Proverb - Open floor for any final questions.	Activity: Public Commitment (15 mins) - Go around the room and ask each person to share one action they have committed to from their plan. Saying it out loud increases accountability.
Slide 33: Thank You & The Journey Continues - Contact Information - Resources for further reading (e.g., book list, articles). - [Your Company Logo]	Activity: Closing Circle (15 mins) - Have everyone stand in a circle. - Each person shares one final word to describe how they are feeling as the training ends. - End with a powerful closing statement from the trainer about the start of their EQ journey, not the end. Thank them for their engagement and courage.
This detailed plan provides a robust, engaging, and transformative experience that brings the document's framework to life. It balances theory with extensive practice, ensuring participants leave not just knowing about EQ, but knowing how to do EQ.	

GROK 4 FAST

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- Excessively large context for the LLM.
- High demands on our LLM providers.
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Our tip? Switching LLMs might just solve it.