

Agenda: Emotional Intelligence Discussion.

Date: January 25, 2024

Time: 12:30 PM

Location: Elephant Board Room

1. Welcome and Introductions

- Time: 12:30 - 12:35 PM
- Presenter: Chairperson (TBD)
- Agenda Item: Welcome all attendees and introduce the purpose of the meeting.

2. Introduction to Emotional Intelligence (EI)

- Time: 12:35 - 12:45 PM
- Presenter: Nelisiwe Zondi
- Agenda Item: Overview of Emotional Intelligence (EI), highlighting its significance in personal and professional contexts.

3. Importance of EI

- Time: 12:45 - 12:55 PM
- Presenter: Phumeza Makhqi
- Agenda Item: Discuss the importance of EI in leadership, teamwork, and conflict resolution within the workplace.

4. Levels of EI

- Time: 12:55 - 13:05 PM
- Presenter: Lufuno Mulaudzi
- Agenda Item: Explore the different levels of Emotional Intelligence, including its components such as self-awareness and social awareness.

5. Impact of EI

- Time: 13:05 - 13:15 PM
- Presenter: Philasande Bhani
- Agenda Item: Presentation on the impact of Emotional Intelligence on job performance, job satisfaction, and overall well-being.

6. Ways to Improve EI

- Time: 13:15 - 13:25 PM
- Presenter: Katlego Nkuna
- Agenda Item: Discuss strategies and techniques to enhance Emotional Intelligence, including empathy, active listening, and self-reflection.

7. Open Discussion

- Time: 13:25 - 13:45 PM
- Moderator: Chairperson (TBD)
- Agenda Item: Allow attendees to ask questions, share insights, and engage in a discussion about Emotional Intelligence.

8. Next Steps and Closing Remarks

- Time: 13:45 - 13:50 PM
- Presenter: Chairperson (TBD)
- Agenda Item: Summarize key takeaways from the discussion and outline the next steps for implementing EI training programs and integrating EI practices into the organizational culture.

Attendees:

- Nelisiwe Zondi
- Phumeza Makhiqi
- Lufuno Mulaudzi
- Philasande Bhani
- Katlego Nkuna

- Lloyd Sookhoo (Senior Manager)
- Caron Elferink (Senior Manager)