

Meeting Minutes: Emotional Intelligence Discussion

Date: January 25, 2024

Time: 12:30 PM

Location: Elephant Board Room

Attendees:

- Nelisiwe Zondi
- Phumeza Makhiqi
- Lufuno Mulaudzi
- Philasande Bhani
- Katlego Nkuna
- Lloyd Sookhoo (Senior Manager)
- Caron Elferink (Senior Manager)

Agenda:

1. Introduction to Emotional Intelligence (EI) - Nelisiwe Zondi
2. Importance of EI - Phumeza Makhiqi
3. Levels of EI - Lufuno Mulaudzi
4. Impact of EI - Philasande Bhani
5. Ways to Improve EI - Katlego Nkuna

Minutes:

The meeting commenced at 12:30 PM with all attendees present, including senior managers Lloyd Sookhoo and Caron Elferink.

1. **Introduction to Emotional Intelligence (EI) by Nelisiwe Zondi:** Nelisiwe Zondi initiated the discussion by providing an overview of Emotional Intelligence. She highlighted its significance in interpersonal relationships, self-awareness, and overall success in various aspects of life.
2. **Importance of EI by Phumeza Makhiqi:** Phumeza Makhiqi then elaborated on the importance of Emotional Intelligence. She emphasized

how EI contributes to effective leadership, teamwork, and conflict resolution within the workplace.

3. **Levels of EI by Lufuno Mulaudzi:** Lufuno Mulaudzi delved into the different levels of Emotional Intelligence. He discussed the components of EI, including self-awareness, self-regulation, social awareness, and relationship management.
4. **Impact of EI by Philasande Bhani:** Philasande Bhani presented on the impact of Emotional Intelligence. He provided examples of how individuals with high EI tend to have better job performance, higher job satisfaction, and improved mental well-being.
5. **Ways to Improve EI by Katlego Nkuna:** Katlego Nkuna concluded the discussion by suggesting various strategies to improve Emotional Intelligence. These included practicing empathy, active listening, seeking feedback, and engaging in self-reflection exercises.

Throughout the meeting, there was active participation from all attendees, with valuable insights shared. Senior managers Lloyd Sookhoo and Caron Elferink provided encouragement and expressed appreciation for the discussion's relevance to personal and professional development.

The meeting adjourned at [insert time].

Next Steps:

- Implementation of EI training programs.
- Encouragement of EI practices within teams.
- Further discussions on integrating EI into organizational culture