**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 Makhiqi
   * 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)