

Activity | Emotional Intelligence

Final Assignment Instructions

Introduction

The final assignment is worth 40% of your final grade and is mandatory if you want to successfully complete the course.

You must complete the activity and submit it, along with a brief report, to your buddy. Your buddy will receive an email notification and will be asked to review your assignment and your report and confirm that it has been completed according to the instructions.

Make sure you discuss any issues with your buddy and / or ask me or your peers in the study group to see if we can help!

Assignment Instructions

For this final assignment, you will get a chance to pull together all the concepts you have learnt in the course and come up with your plan to enhance your emotional intelligence so that you can engage better with others.

- ▶ Download the '**Emotional Intelligence - Final Assignment Tool**' from the resources section and in the first section write down your 'emotional intelligence' strengths and weaknesses. Make sure to identify two actions you can take immediately to strengthen your emotional intelligence.
- ▶ In the second section of the '**Emotional Intelligence - Final Assignment Tool**', describe what you need to do to become a more empathetic listener.
- ▶ Think of a constructive feedback conversation that you need to have with a colleague or direct report. In the **third section** of the tool,, write down what you'll say when explaining what happened and anticipate their responses and emotions that might be triggered. Use the **Situation- Behaviour-Impact (SBI) Framework** to help you plan how you'll approach the conversation objectively.
- ▶ Finally, think about trust within your team. What steps will you take to become more trustworthy – how you'll enhance your predictability and vulnerability. What do you need to do to build trust with your team? Use **section 4** of the tool to make a plan and start implementing the plan.
- ▶ Don't forget to fill out the simple report to help you reflect on your learning journey.

Well done! By completing all the sections of the '**Emotional Intelligence- Final Assignment Tool**' you have a great plan on build relationship with others by anticipating their needs and responding appropriately.

Assignment Report and Submission

To submit your assignment, return to the main course page and go to the assignment tab. Click '**Add Assignment**' and find your assignment in your folders. If you write down your answers on a printed paper, take a photo of the pages of these filled in paper and upload.

Once the file is selected, click the green '**Upload Button**'. Add a message to your buddy (see the on the assignment tab for instructions).

When you're ready.... click **SUBMIT ASSIGNMENT**! The assignment will be sent to your buddy (and a COPY of that message will be sent to you so that you know it went). You can follow up with your buddy to ensure they received it and will review it for you. If, after a few days, your buddy has not yet reviewed your assignment, you can go to the My Courses page and get a new buddy.

Congratulations!

Congratulations on completing the core components of the course! Please make sure you look back through all of the lesson quizzes to ensure you completed each one correctly and have finished all components. We hope to see you in our next course!