

## **Using Emotional Intelligence – Assessment Activity**

Effectiveness as a leader isn't only about intelligence. In fact, intelligence, or the capacity to reason validly about information, is really a "given" among desirable qualities. After all, leaders are expected to be knowledgeable. Emotion, which is the state of feeling that conveys information about relationships, also plays a strong role in the workplace.

Use this activity to assess how well you use emotional intelligence to enhance your job performance and to identify ways you could increase your EQ to become a better leader.

### **Emotional intelligence**

Emotional intelligence – known as EQ, the emotional intelligence quotient – comprises the ability to monitor, perceive, recognize, reason about, and understand emotions, and to use emotions to guide actions, solve problems, enhance thought, and promote growth.

EQ requires reasoning about emotions and understanding how they enhance thinking. This impacts intuition, integrity, and motivation, both for yourself and others.

EQ also includes communication and relationship skills, since it impacts the perception and recognition of emotions. A high EQ helps you monitor your emotions and use them so you can enhance emotional and intellectual growth.

## The Benefits of Using EQ

Complete the table provided by listing your job responsibilities, and then noting how displaying or using emotional intelligence, or EQ, can help you to manage or achieve them.

For each job responsibility, list your skill level – from 1 (Poor) to 5 (Excellent) – related to how well you use EQ in order to successfully complete it.

Then, use the space provided to note how you can improve your EQ in order to enhance your job performance.

### Using Emotional Intelligence to Enhance Job Performance

Job responsibility	Benefits of Using EQ	My Skill level
		1 2 3 4 5
		1 2 3 4 5
		1 2 3 4 5
		1 2 3 4 5
		1 2 3 4 5
		1 2 3 4 5

