

Emotional Intelligence for Women **1 Day Workshop & Online Assessment**

CONTEXT

Emotional Intelligence is a type of personal and social intelligence that involves self-understanding and the ability to understand and work well with people. While IQ is about how smart you are, Emotional Intelligence (EI) is about how emotionally mature you are. A critical factor of success is to understand that EI is about the intelligent use of emotions, not about becoming more emotional.

OBJECTIVES

This workshop is for professional women motivated to achieve success in business and integrate work and life more effectively. Attending this workshop will ensure that those who want to become star performers improve their performance and leadership effectiveness to shine from the inside out. Participants will learn about the nature of Emotional Intelligence, its application at work and how to develop competencies by building emotional abilities where they are lacking.

OUTLINE

Building Emotional Abilities in Five Main Areas

- 1) *Intra – personal*: self-awareness & awareness of one's own emotions.
- 2) *Interpersonal*: empathy towards others & how people relate to one another.
- 3) *Adaptability*: flexibility & openness to new ideas.
- 4) *Stress management*: stress tolerance & impulse control.
- 5) *General mood*: optimism & happiness.

Interactive Components

- BarOn EQ-I – a confidential on line assessment using the world's leading scientific measure of Emotional Intelligence valued at \$200
- Business Report that provides information on your total EQ score and identifies five composite scales with 15 subscales. The confidential report also includes a Coach's Report, Development Strategies and Development Plan to improve work performance and achieve specific goals.
- Follow up personal or professional coaching if required to boost all round Emotional Intelligence and Leadership Potential is an added option.

PRESENTER

Barbara Miller is an organisational psychologist, life/corporate coach and trainer. Barbara has a diverse working background in management and marketing. She is a Member of the Australian Psychological Society (MAPS) and principal of a training and development consultancy based in Canberra. Barbara specialises in helping women use their strengths to dramatically improve work performance, incorporate a healthy lifestyle, decrease stress and strengthen their relationships and resources. She is an advanced skills teacher, clinical hypnotherapist and published writer.

SCHEDULE

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|---------|--|
| 9:00am | WELCOME ICE BREAKER. |
| 9:30am | THE NATURE OF EMOTIONAL INTELLIGENCE <i>From ordinary to extraordinary</i> <ul style="list-style-type: none"> • Why EQ matters more than IQ. • Gender differences: strengths & vulnerabilities. • Star performers at work. |
| 11:00am | <i>Morning Tea (20 Minutes)</i> |
| 11.20am | BUILDING STRONG FOUNDATIONS <i>Know what makes you tick</i> <ul style="list-style-type: none"> • Emotional abilities in five main areas. • Psychometric assessment: 15 subscales. • EQ Reports & feedback |
| 1.00pm | <i>Lunch (45 minutes)</i> |
| 1.45pm | SIMPLE STRATEGIES FOR DEVELOPMENT <i>Maximising the benefits derived from self-assessment</i> <ul style="list-style-type: none"> • Developmental challenges. • Becoming stress hardy, not stressed out • Overcoming the “boiling frog syndrome” |
| 3.30pm | <i>Afternoon Tea (20 Minutes)</i> |
| 3.50pm | THE KEY TO FORMING EXCELLENT RELATIONSHIPS <i>Shining from the inside out</i> <ul style="list-style-type: none"> • The power of social intelligence • The Leadership edge • Polishing social skills to shine in groups |
| 4.30pm | TAKE ACTION CHALLENGE <i>Goals to boost EQ.</i> |
| 4.45pm | EVALUATION |
| 5.00pm | CLOSE |

TESTIMONIALS

“This course was extremely helpful in understanding/identifying my areas for improvement.”

“I will be recommending that people in my new work area attend this course.”
Stephanie Dodds – ATO 2007.

The content, quality of the trainer and venue met my expectations in every way. Thanks for the opportunity to talk, discuss and learn for self-exploration.
- Sandra James, Customs Officer

I really enjoyed this course. Lunch was great as well. Barbara really knows her stuff and made us all enthusiastic about learning more about Emotional Intelligence and applying it to our everyday lives.
- Emma Ratovan, Business Analyst

Everything about this course was excellent. The best thing was the Baron EQ-I report which focused on my strengths and weaknesses.
- Diane Hackney, Admin Public Servant

I was highly satisfied with every aspect of this course which taught me a way that was very relevant to work and life.
– Linda Kohlhogen, Manager

Overall the course met my expectations on every criterion. The best thing was the Baron EQ-I report and the presenter’s experience and knowledge
– Nicole Smith, Project Manager

Emotional Intelligence for Women was a practical and challenging course.
- Katrina De Vos, Public Service Business Planner

Barbara was great! The best thing was the assessment and application of emotional intelligence to everyday life.
- Janice Abbey,

Open discussions/interactive examples.

Self assessments were very useful and methodology for goal setting invaluable.
- Angie Tadd, Finance Manager

This course confirmed what I believe my strengths are. I really enjoyed the easy flow, stories and conversations which were all very relevant & good examples.
- Clair MacDougal, Assistant Project Officer

Enrolment Form - Emotional Intelligence for Women

Send this form to Acorn: Fax (02) 6217 7001 or e-mail to courses@acorntraining.com.au

Venue: Acorn Training Centre: 74 Townshend St Phillip

Course date:

Time: 9.00 a.m. to 5.00 p.m.

| | | | | | |
|----------|-------|--------|-------|------|-------|
| Person 1 | _____ | e-mail | _____ | date | _____ |
| Person 2 | _____ | e-mail | _____ | date | _____ |
| Person 3 | _____ | e-mail | _____ | date | _____ |
| Person 4 | _____ | e-mail | _____ | date | _____ |
| Person 5 | _____ | e-mail | _____ | date | _____ |
| Person 6 | _____ | e-mail | _____ | date | _____ |

Organisation _____ Branch/Division _____
Address _____

Phone No _____ Fax No _____

Payment Details

Total price \$745 x _____ attendees = \$_____ \$695 early bird price (early bird applies up to three weeks before the date of the workshop).

1. Credit Card (Amex, Diners, Visa, MasterCard)

Name _____ Card No _____

Expiry date _____

2. Invoice

Signed off by _____ Name _____

Email invoice to: _____

Terms: Payment is due on or before the day of the course. Cancellation is accepted more than 7 days prior to the course date otherwise another person may be substituted. You have purchased a place on the date shown above; changing your booking to a later day incurs an administrative fee. We suggest you send a substitute if you can't come at the last minute.

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