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IMPROVE COMMUNICATION AND  
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FOREWORD BY ROBYN D. WALSER, PHD

# Emotional Intelligence Workbook Ebook

**Rutledge**

## **Emotional Intelligence Workbook Ebook:**

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*Emotional Intelligence Workbook a Teach Yourself Guide* Lora Greenwood, 2014-11-29 Emotional intelligence EI is the ability to monitor one's own and other people's emotions to discriminate between different emotions and label them appropriately and to use emotional information to guide thinking and behavior Studies have shown that people with high EI have greater mental health exemplary job performance and more potent leadership skills Markers of EI and methods of developing it have become more widely coveted in the past few decades In addition studies have begun to provide evidence to help characterize the neural mechanisms of emotional intelligence Table of Contents Preface 7 1 Overview of Emotional Intelligence 9 1 1 Introduction 9 1 2 Theories of Multiple Intelligences 10 1 3 The Importance of Emotions 11 1 4 Emotions and the Brain 13 2 Why Emotional Intelligence Matters in the Workplace 15 2 1 Introduction 15 2 2 Case Study Examples 17 3 Models of Emotional Intelligence 21 3 1 Introduction 21 3 2 The Ability Based Model 21 3 3 The Trait Model of EI 22 Mixed Models of EI 23 4 Self Awareness 26 4 1 Introduction 26 4 2 Emotional Self Awareness 26 4 3 Accurate Self Assessment 30 4 4 Self Confidence 33 5 Self Management 35 5 1 Introduction 35 5 2 Self Control 36 5 3 Trustworthiness 40 5 4 Conscientiousness 40 5 5 Adaptability 41 5 6 Achievement Orientation 42 5 7 Initiative 43 Social Awareness 44 6 1 Introduction 44 6 2 Empathy 44 6 3 Organizational Awareness 47 6 4 Service Orientation 48 7 Social Skills 49 7 1 Introduction 49 7 2 Influence 50 7 3 Leadership 51 7 4 Developing Others 51 7 5 Communication 52 7 6 Change Catalyst 52 7 7 Conflict Management 53 7 8 Building Bonds 54 7 9 Teamwork and Collaboration 55 8 Resources 56

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