

EQ Matters- Competency Self Assessment Activity:

Step One: Place a + next to those skill areas you feel are your strengths, a (-) next to those areas you feel need development and a (?) next to those competencies you just don't know.

Step Two: Put a * next to (3) EQ habits/skills that have strongly contributed to your success in getting to where you are in your career.

Step Three: Put a ** next to (3) EQ habits/skills that you believe have most interfered or de-railed your success in getting to where you are or want to be in our career.

Personal Competence: How we manage ourselves	Social Competence: How we manage relationships
<ul style="list-style-type: none"> • Self-Awareness: A deep understanding of one's emotions, strengths and limitations, and values and motives. <ul style="list-style-type: none"> ▪ Emotional self-awareness: reading one's own emotions and recognizing their impact; using 'gut sense' to guide decisions. ▪ Accurate self-assessment: knowing one's strengths and limits. ▪ Self-confidence: a sound sense of one's self-worth and capabilities. 	<ul style="list-style-type: none"> • Social Awareness: Being attuned to how others feel in the moment and responding appropriately. <ul style="list-style-type: none"> ▪ Empathy: sensing others' emotions, understanding their perspective, and taking active interest in their concerns. ▪ Organizational awareness: reading the currents, decision networks, and politics at the organizational level. ▪ Service: recognizing and meeting follower, client or customer needs.
<ul style="list-style-type: none"> • Self-Management: The ability to control one's emotions and manage one's feelings. <ul style="list-style-type: none"> ▪ Emotional self-control: keeping disruptive emotions and impulses under control. ▪ Transparency: displaying honesty and integrity; trustworthiness. ▪ Adaptability: flexibility in adapting to changing situations or overcoming obstacles. ▪ Achievement: the drive to improve performance to meet inner standards of excellence. ▪ Initiative: readiness to act and seize opportunities. 	<ul style="list-style-type: none"> • Relationship Management: The ability to handle other people's emotions from a foundation of authenticity and empathy in order to move people in the right direction. <ul style="list-style-type: none"> ▪ Inspirational leadership: guiding and motivating with a compelling vision. ▪ Influence: wielding a range of tactics for persuasion. ▪ Developing others: bolstering others' abilities through feedback and guidance. ▪ Change catalyst: initiating, managing and leading in a new direction. ▪ Building bonds: cultivating and maintaining a web of relationships.

<ul style="list-style-type: none">□ Optimism: seeing the upside in events.	<ul style="list-style-type: none">□ Teamwork and collaboration: cooperation and team building
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