

## Career Tips Thursday - 25 May 2023

### Developing EQ in managing your career

**Exercise 1: Emotional Intelligence Self-Assessment** (Adopted from a model by Paul Mohapel)

#### 1.1 Self-assessment

Emotional intelligence (referred to as **EQ**) is your ability to **be aware of, understand and manage your emotions**. Why is EQ important? While intelligence (referred to as IQ) is important, success in life depends more on EQ.

**Take the assessment below to learn your EQ strengths:**

Rank each statement as follows: **0** (Never)    **1** (Rarely)    **2** (Sometimes)    **3** (Often)    **4** (Always)

Part 1 - Self-Awareness – Total: _____	Part 2 - Self-Management – Total: _____
<input type="checkbox"/> My feelings are clear to me at any given moment <input type="checkbox"/> Emotions play an important part in my life <input type="checkbox"/> My moods impact the people around me <input type="checkbox"/> I find it easy to put words to my feelings <input type="checkbox"/> My moods are easily affected by external events <input type="checkbox"/> I can easily sense when I am going to be angry <input type="checkbox"/> I readily tell others my true feelings <input type="checkbox"/> I find it easy to describe my feelings <input type="checkbox"/> Even when I am upset, I am aware of what is happening to me <input type="checkbox"/> I am able to stand apart from my thoughts and feelings and examine them	<input type="checkbox"/> I accept responsibility for my reactions <input type="checkbox"/> I find it easy to make goals and stick with them <input type="checkbox"/> I am an emotionally balanced person <input type="checkbox"/> I am a very patient person <input type="checkbox"/> I can accept critical comments from others without becoming angry <input type="checkbox"/> I maintain my composure, even during stressful times <input type="checkbox"/> If an issue does not affect me directly, I do not let it bother me <input type="checkbox"/> I can restrain myself when I feel anger towards someone <input type="checkbox"/> I control urges to overindulge in things that could damage my well-being <input type="checkbox"/> I direct my energy into creative work or hobbies
Part 3 - Social Awareness – Total: _____	Part 4 - Relationship Management – Total: _____
<input type="checkbox"/> I consider the impact of my decisions on other people <input type="checkbox"/> I can easily tell if the people around me are becoming annoyed <input type="checkbox"/> I sense it when a person’s mood changes <input type="checkbox"/> I am able to be supportive when giving bad news to others <input type="checkbox"/> I am generally able to understand the way other people feel <input type="checkbox"/> My friends can tell me intimate things about themselves <input type="checkbox"/> It genuinely bothers me to see other people suffer <input type="checkbox"/> I usually know when to speak and when to be silent <input type="checkbox"/> I care what happens to other people <input type="checkbox"/> I understand when people’s plan change	<input type="checkbox"/> I am able to show affection <input type="checkbox"/> My relationships are safe places for me <input type="checkbox"/> I find it easy to share my deep feelings with others <input type="checkbox"/> I am good at motivating others <input type="checkbox"/> I am a fairly cheerful person <input type="checkbox"/> It is easy for me to make friends <input type="checkbox"/> People tell me I am sociable and fun <input type="checkbox"/> I like helping people <input type="checkbox"/> Others can depend on me <input type="checkbox"/> I am able to talk someone down if they are very upset



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### My EQ strengths

Mark your total scores to assess your strengths and areas for improvement.

Domain	Score																				
Self-Awareness	0	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40
Self-Management	0	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40
Social-Awareness	0	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40
Relationship Management	0	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40
Measure your effectiveness in each domain using the following key: <b>0 – 24</b> Area for Enrichment: <b>Requires</b> attention and development <b>25 – 34</b> Effective Functioning: Consider <b>strengthening</b> <b>35 – 40</b> Enhanced Skills: Use as <b>leverage</b> to develop weaker areas																					

### 1.2 Which EQ skill is your strength?

- Self-Awareness
- Self-Management
- Social Awareness
- Relationship Management

### Using your EQ strength

For your strongest EQ domain, give an example of how you demonstrate your strength in your daily work:

### 1.3 Which EQ skill has potential for improvement?

- Self-Awareness
- Self-Management
- Social Awareness
- Relationship Management

### Effects of your EQ strength

For your weakest domain, give an example of how this affects you AND others in your daily work:

### 1.4 Which EQ skill will you work on?

- Self-Awareness
- Self-Management
- Social Awareness
- Relationship Management

**Exercise 2 (on the following page) explores the steps that can be taken to strengthen the selected skill.**



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## **Exercise 2 – Improving your EQ strength**

### **2.1 Self-reflection**

For your weakest domain, what steps can you take to strengthen yourself in this area? How will this benefit you in your daily work?

### **2.2 List 3 strategies you will practice based on the tips you received:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### **2.3 Who do you know who is gifted in your chosen EQ skill and would be willing to provide feedback on your progress?**

Name: \_\_\_\_\_