



WORKPLACE REPORT

How can EI help
my employees
manage their
careers?



KEY FEATURES



OVERVIEW OF YOUR CLIENT'S RESULTS

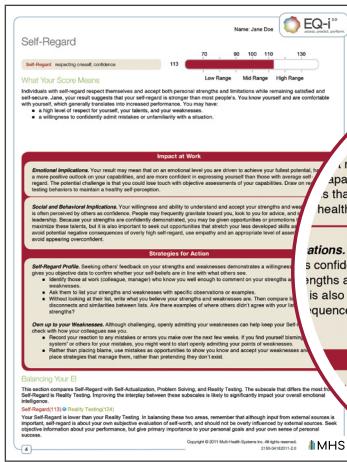
Get an overall picture of your client's complete EQ-i 2.0 results along with definitions of each subscale:

- Quickly identify patterns in your client's profile.
- Give your client a clear, organized understanding of their strengths and weaknesses in a constructive way.
- Effectively measure where your client is and wants to be by comparing results against sample groups of general population (based on geographic location, gender, and age) or professional respondents (based on education, occupation, gender and age).

WHEN TO USE THE EQ-i 2.0 WORKPLACE REPORT?

An employee's skills and qualifications are important for success within their role. An employee's emotional intelligence can be just as important, if not more so, for fulfillment within, or potentially beyond, their current role. The EQ-i 2.0 Workplace Report is designed to be used in

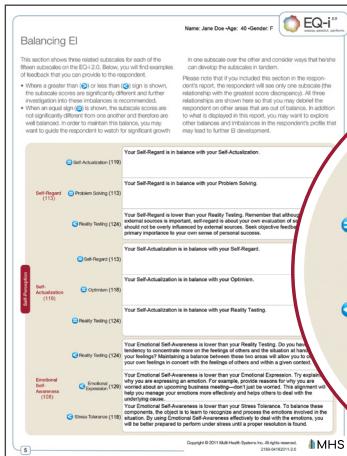
instances of coaching and development situations in work settings for an individual at a non-management level. It helps coaches focus on the impact of emotional intelligence at work and offers suggestions for working more effectively in one's role, with colleagues, supervisors and clients.



INDIVIDUAL SUBSCALE PAGES

Gain deeper insight into how each subscale impacts your client's work performance (i.e. conflict resolution, change management, teamwork, decision making and more) – with suggested strategies customized based on your client's individual results:

- This section is the foundation for making relevant links between your client's behavior at work and emotional skill set.
- Get specific and actionable strategies to drive your client's success in each subscale.
- Give your client helpful information on each EI skill in language that enables your client to utilize strengths.



BALANCING EI

Take interpretation further by making important links between key scales with the Balancing EI section:

- Make instant connections between related subscales and help your client leverage EI strengths and improve EI weaknesses.
- Get started on feedback with pre-designed narratives explaining the common traits of imbalanced emotional intelligence skills.
- Save preparation time as much of the interpretation is done for you based on your client's results.



SPECIFIC APPLICATIONS FOR THIS REPORT ARE:

- **INDIVIDUAL DEVELOPMENT**
- **TEAM DEVELOPMENT**
- **SELECTION/RECRUITMENT**
- **CAREER COUNSELING/OUTPLACEMENT SERVICES**

Action Plan

The steps you take toward achieving your EI goals will determine whether or not success is achieved. Use the SMART goal setting criteria for each goal. Remember to use the SMART goal setting criteria for each goal.

Write down up to three EI skills or behaviors that you would like to further develop. These are the EI skills or behaviors that you judge you need to "work on" or "strengthen" to raise emotional self-awareness. The SMART goals that you outline in the action plan should help you achieve the overall qualities you identified.

1.
2.
3.

Write down up to three overall qualities that you would like to have (e.g., integrity, providing clear leadership, team player, clear communication). In some way the goals you outline in the action plan should help you achieve the overall qualities you identified.

1.
2.
3.

Transfer your SMART goals into the action plan template below.

SMART Goal	Time Frame	Benefits	Measure
Listen to others	In team meetings Starting from today	Other people will listen to me I will get to hear everyone's views	Feedback f team to say listening to Take action other peer suggests

I commit to this action plan _____

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ACTION PLAN

The steps your client takes toward achieving his or her goals is key to realizing success.

- An Action Plan, using SMART* goals, is provided for you to track your client's progress toward achieving EI development goals.
- Take advantage of a consistent, standardized format that is easy to follow for you and your client.
- SMART: Specific, Measureable, Attainable, Relevant, Timely

TO LEARN MORE ABOUT HOW EMOTIONAL INTELLIGENCE CAN IMPACT THE WORKPLACE, READ THE EQ EDGE BY DR. STEVEN STEIN AND DR. HOWARD E. BOOK.



The EQ Edge: Emotional Intelligence and Your Success

By understanding EQ, you can build more meaningful relationships, boost your confidence and optimism, and respond to challenges with enthusiasm—all of which are essential ingredients of success.

“This tightly written and beautifully organized report presents a compelling behavioral portrait for anyone in the workplace—from C-Suite to entry-level. What do you look, sound and act like on the job? How does your behavior compare to the average person’s? What development actions would best serve you? The EQ-i 2.0 Workplace Report answers these questions.”

HILE RUTLEDGE, PRESIDENT AND

PRINCIPAL CONSULTANT OF OKA

