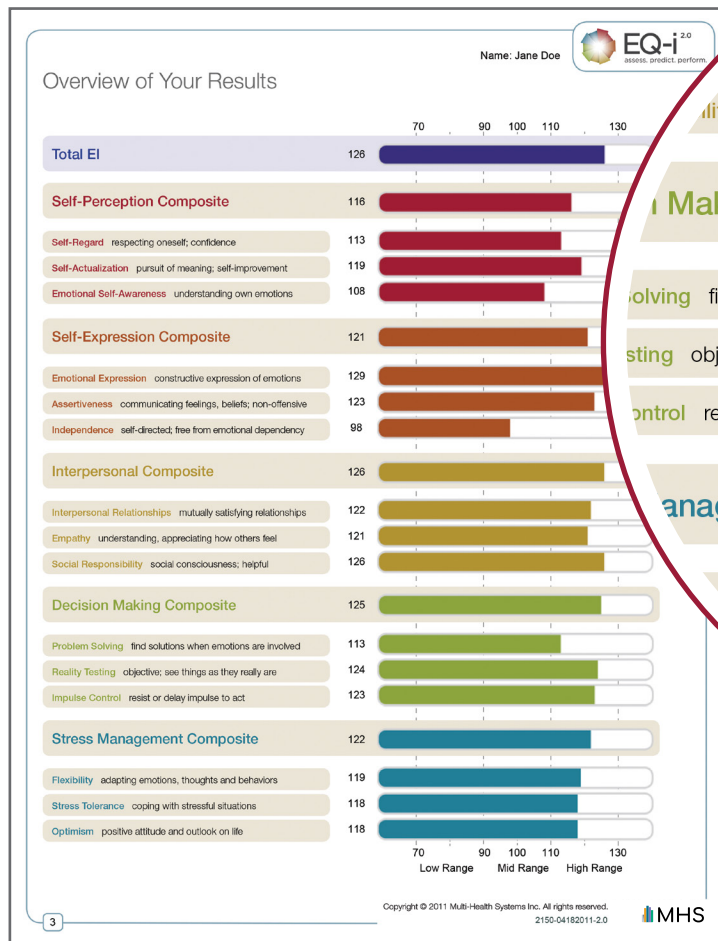


# WORKPLACE REPORT

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

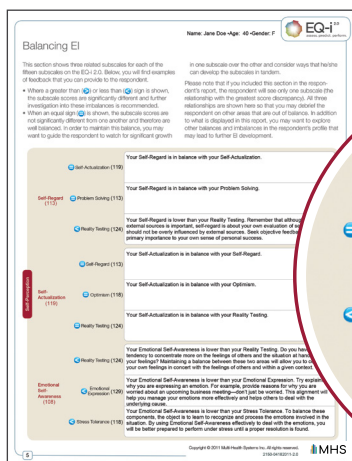
instances of coaching and development situations in work settings for an individual at a non-management level. It helps coaches focus on the impact of emotional intelligence at work and offers suggestions for working more effectively in one's role, with colleagues, supervisors and clients.



## 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**

Name: Jane Doe

EQ-i 2.0

Write down up to three (3) goals you would like to achieve. Be specific. Use the steps by step activity plan to help you get closer to your goals. Remember to use the SMART\* goal writing criteria for each goal.

Write down up to three (3) skills or behaviors that you would like to further develop (e.g., "reflective listening" to build empathy or "recognizing how my body reacts to stress" to gain emotional self-awareness). The SMART\* goals that you outline in the template should help to strengthen these (3) skills and behaviors.

- 1.
- 2.
- 3.

Write down up to three overall qualities that you would like to have (e.g., integrity, considering other people's needs, open communication). In some cases the goals you outline in this action plan should help you achieve the overall qualities you identify.

- 1.
- 2.
- 3.

Transfer your SMART\* goals into the action plan template below.

SMART Goal	Time Frame	Benefits	Measure of Success	Support and Resources Needed	Potential Obstacles
Listen to others	In team meetings starting from today	Other people will listen to me. I will get to hear everyone's views	Feedback from the team to see how I am listening to them and how they are listening to me	From the team to give me honest feedback	Time - other team members may not be available at the right meeting

I commit to this action plan: \_\_\_\_\_

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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 from team to say listening to others helps. Take action other peers suggest

## 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

