

Emotional Intelligence for Leadership Excellence

			Day 1: TIMETABLE		
Start	End	Time	Activity		
08:30	09.00	0.30	Gather		
09.00	11.00	2.00	Session 1:		Time (mins)
			Introduction		5
			Why is EI important?		5
			What is EI?		10
			EI and the 6 styles of leadership		10
			The impact of EI on leadership. Becoming more aware (exercise 1)		30
			Leading by example - pacesetting		20
			EI and leading by example (exercise 2)		30
Review and actions		10			
11.00	11.20	0:20	Tea/Coffee break		
11.20	1.00	1:40	Session 2:		Time (mins)
			Your best leader and their actions (exercise 3)		30
			The relative importance of IQ and EQ		10
			Controlling moods and EI		10
			The impact of moods on leadership effectiveness (exercise 4)		30
Review and actions		20			
1.00	2.00	1.00	Lunch		
2.00	3.00	1.00	Session 3:		Time (mins)
			A brief EQ test (exercise 5)		10
			Sharing reflections		10
			The foundation of EI – self-awareness		10
			Developing self-awareness (exercise 6)		20
Review and actions		10			
3.00	3.20	0.20	Tea/Coffee break		
3.20	5.00	1.40	Session 4:		Time (mins)
			Self-management – the next building block of EI		10
			Developing self-management (exercise 7)		30
			EI and the importance of listening (exercise 8)		20
			The importance of presence (exercise 9)		30
Review and actions		10			
5.00		Finish			

			Day 2: TIMETABLE		
Start	End	Time	Activity		
08:30	09.00	0.30	Gather		
09.00	11.00	2.00	Session 1:		Time (mins)
			Reflections so far		10
			Empathy and EI		10
			What is empathy and how to develop it (exercise 10)	SOCIAL AWARENESS	30
			EI and developing others		10
			How to develop EI in others (exercise 11)	SOCIAL SKILLS	30
			Motivation as a driving force		10
			How to develop motivation (exercise 12)	MOTIVATION	10
			Review and actions		10
11.00	11.20	0:20	Tea/Coffee break		
11.20	1.00	1:40	Session 2:		Time (mins)
			Testing your mindset (exercise 13)		10
			Growth mindsets in the business world – linking with EI		15
			Impacting on the mindset of others (exercise 14)		10
			EI and asking questions. Links with coaching.		10
			Coaching practice (exercise 15)		45
Review and actions		10			
1.00	2.00	1.00	Lunch		
2.00	3.00	1.00	Session 3:		Time (mins)
			EI and the importance of personal accountability		20
			Developing your accountability as a leader (exercise 16)		30
Review and actions		10			
3.00	3.20	0.20	Tea/Coffee break		
3.20	5.00	1.40	Session 4:		Time (mins)
			EI and dealing with uncertainty		20
			How to develop skills in dealing with uncertainty (exercise 17)		40
			Putting it all together – review and actions (exercise 18)		20
Evaluation and close		20			
5.00			Finish		