

Emotional Intelligence Skills Inventory

Examining our EI Strengths and Areas for Development

Complete the inventory and follow the scoring instructions to achieve a score for each of the EI competency areas. Consider applying some of these strategies as you continue to develop your EI capacity.

Emotional Intelligence Skills Inventory

Please complete the Emotional Intelligence Inventory using the following scale:

- ❖ "1" is **Least Like Me**
- ❖ "3" is **Somewhat Like Me**
- ❖ "5" is **Most Like Me**

Circle the number that best represents your response.

1. I am aware of my strengths. (SA)

1 2 3 4 5

2. I am able to manage my emotions in difficult situations. (SR)

1 2 3 4 5

3. I exhibit passion for my work. (M)

1 2 3 4 5

4. I am sensitive to the feelings of people. (E)

1 2 3 4 5

5. I enjoy networking with others. (SI)

1 2 3 4 5

6. I am confident about my abilities. (SA)

1 2 3 4 5

7. I feel comfortable in dealing with change. (SR)

1 2 3 4 5

8. I like to take on new challenges. (M)

1 2 3 4 5

9. I am an effective listener. (E)

1 2 3 4 5

10. I build rapport with others easily (SI)

1 2 3 4 5

11. I recognize needed areas for personal development or growth. (SA)

1 2 3 4 5

12. I take time to reflect before acting. (SR)

1 2 3 4 5

13. I am energized to develop personally. (M)

1 2 3 4 5

14. I consider the feelings of others when decisions are made. (E)

1 2 3 4 5

15. I inspire and motivate people. (SI)

1 2 3 4 5

16. I seek constructive feedback from others. (SA)

1 2 3 4 5

17. I can redirect feeling of frustration into energy for solving problems.(SR)

1 2 3 4 5

18. I am optimistic in the face of challenges. (M)

1 2 3 4 5

19. I am committed to helping others grow and succeed. (E)

1 2 3 4 5

20. I am a team builder (SI)

1 2 3 4 5

For Scoring, refer to the attached score sheet

Scoring Sheet

Add up your rating scales for each Emotional Intelligence Competency Area: SA=Self Awareness; SR=Self Regulation; M=Motivation; E= Empathy; and SI= Social Influence. Indicate your top two highest scores for the emotional intelligence competency areas.

SA: (Statements #1+#6 + #11+ #16)= _____

SR: (Statements #2 + #7 + #12 + #17)= _____

M: (Statements #3+#8 + #13 + #18)= _____

E: (Statements #4+#9 + #14 + #19)= _____

SI: (Statements #5+#10 + #15 + #20)= _____

My highest two Emotional Intelligence competency scores are:

Once you have your results, consider the following questions:

- What specific EI competencies are the highest? How do you currently use these competencies in my workplace?
- What EI scores are lower? How might you further develop these competencies?
- On the following pages, there are possible strategies for developing each of the EI competences. Consider applying some of these strategies as you continue to develop your EI capacity.

Strategies for Increasing Self Awareness

Monitor your feelings of wellbeing

Ask yourself, *How do I feel today?* Begin by rating your overall sense of wellbeing on a scale of 0 to 100, and write the scores down in a daily log book. If your feelings seem extreme one day, take a minute or two to think about any ideas or associations that seem to be connected with the feeling.

Put feelings and thoughts in perspective

When you experience stressful emotions, it may be beneficial to ask *What do I think about that?* Our emotions often reflect our thoughts or beliefs about specific situations. Jumping to conclusions or making generalizations about situations without sufficient information can increase our feelings of stress or concern. Asking others for feedback regarding our thoughts or beliefs about a situation may be helpful for putting our thoughts in perspective, and for reducing feelings of stress or concern.

Recognize your daily strengths

Create a list of all the activities you complete over the course of a given day in the home, community or workplace setting. What strengths are used to complete these tasks? List these strengths beside each of the activities. Look for patterns of strength that are reflected in your daily activities



Strategies for Increasing Self Regulation

Identify emotional triggers

An important part of being self-regulated is recognizing our emotional triggers and what situations or events are particularly stressful. For example, feeling overloaded at work or having back-to-back meetings may set us up for experiencing more stressful emotions. When we are aware of such triggers, we can take positive action such as spreading the times of our meeting out or breaking what seem to be overwhelming tasks into smaller chunks or steps.

Focus on finding the positive

Another strategy is to focus on finding something positive in a stressful situation. This small shift in perspective can transform our thinking and make us feel more optimistic about the future.

Apply calming strategies

Relaxation techniques such as deep breathing can calm us during stressful events. They help interrupt negative thoughts and help us to move forward in a calm and more positive way. Breathe in slowly for five seconds and then breathe out for five. Focus on your breathing, and repeat this at least five times.



Strategies for Increasing Motivation

Understand what motivates you

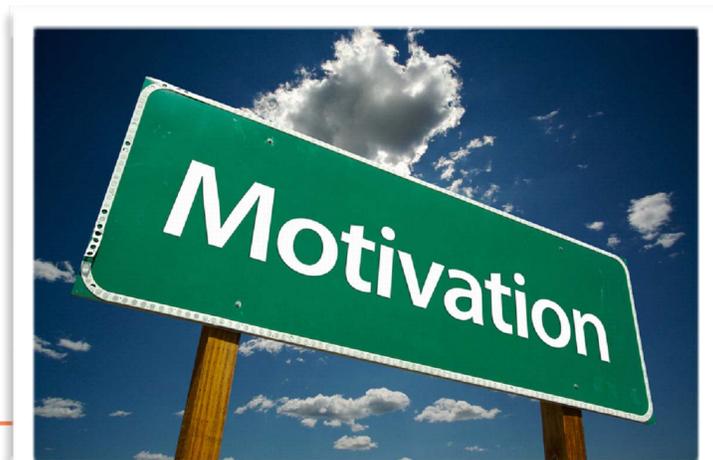
It is essential to understand what motivates you because this is the driving force that moves you toward your goals. Think about the times you were most energized or passionate about your work. What was happening? Make a list of the specific things or activities that were most motivating for you and that increased your energy.

Learn new skills from others

Enhance your skills by working with a mentor or by having someone coach you on a new task or competency. A mentor can offer new insights and perspectives on enhancing skills and setting directions for further growth or development.

Be solution focused

When faced with challenges or obstacles, take a solution-focused approach. Decide upon the next steps for moving forward in lieu of redefining problems or assigning blame for current challenges.



Strategies for Increasing Empathy

Demonstrate sincere interest

Demonstrate that you have a sincere interest in people and that you want to know about the things that are important to them. Ask them questions about their hobbies, their families, and their aspirations.

Be sensitive to nonverbal cues

Listen carefully to hear and observe the emotions that people are communicating when they speak to you.. Be attentive to their tone of voice, pace of speech, facial expressions and gestures. Emotion expressed nonverbally may communicate even more than the words that people use.

Listen actively

Take a colleague for coffee and practice being an active listener. Demonstrate key skills for active listening, such as focusing, asking open-ended questions, and paraphrasing what is heard. When something is not understood, active listeners ask for clarification.



Strategies for Increasing Social Influence

Access professional forums

Being part of professional associations and having a presence on appropriate online forums assists in the development of meaningful contacts related to work and professional development activities. Contacts made through these venues may provide important networking opportunities.

Inspire a unified team vision

When leaders demonstrate passion and energy about the organization, its goals and the work itself, they motivate others on their teams to do the same. Similarly, when leaders create a clear picture of future goals, team members can be engaged in conversations about the relevance of their roles in fulfilling such a vision.

Build a sense of team

Carrying out team-building activities with members of the workplace community is critical for fostering mutual understanding of personal preferences, and for appreciating individual differences. Such activities contribute to the cohesion of the team and to greater ease in working as a collective.

