

# EMOTIONAL INTELLIGENCE AT WORK

Grading Element	Exceptional (4 pts)	Competent (3 pts)	Needs Improvement (2 pts)	Unsatisfactory (1 pts)	Score
<b>Why EQ Is Important At Work</b>	I always understand why EQ is important at work: I am competent personally and socially and I always know what to do to manage myself and others.	I often understand why EQ is important at work: I am often competent personally and socially and I usually know what to do to manage myself and others.	I sometimes understand why EQ is important at work: I am sometimes competent personally and socially I sometimes know what to do to manage myself and others.	I don't even know what EQ is, let alone why it is important at work: I am rarely competent personally and socially and I rarely know what to do to manage myself and others.	
<b>Self Awareness</b>	I always recognise and understand both my emotions and needs; I am very clear on my values and beliefs and I always know what motivates me about work.	I often recognise and understand both my emotions and needs; I am somewhat clear on my values and beliefs and I often know what motivates me about work.	I sometimes recognise and understand both my emotions and needs; I am sometimes clear on my values and beliefs but I don't really know what motivates me about work.	I rarely recognise and understand my emotions and don't know what I need; I am not clear on my values and beliefs and I am not motivated about work at all.	
<b>Self Management</b>	I am always able to control my impulses and moods. I always suspend judgement to think before I act. I am always able to weigh up positives and negatives and open to change my mind.	I am often able to control my impulses and moods. I often suspend judgement to think before I act. I am often able to weigh up positives and negatives and often open to change my mind.	I am sometimes able to control my impulses and moods. I sometimes suspend judgement to think before I act. I am rarely able to weigh up positives and negatives and rarely open to change my mind.	I am rarely able to control my impulses and moods. I rarely suspend judgement to think before I act. I am unable to weigh up positives and negatives and never open to change my mind.	
<b>Social Awareness</b>	I am always skilled at starting, managing and building on relationships with individuals and groups: I always build rapport easily and always recognise group dynamics.	I am often skilled at starting, managing and building on relationships with individuals and groups: I often build rapport easily and often recognise group dynamics.	I am sometimes skilled at starting, managing and building on relationships with individuals and groups: I sometimes build rapport easily but have difficulty recognising group dynamics.	I am rarely skilled at starting, managing and building on relationships with individuals and groups: I rarely build rapport and don't have a clue about group dynamics.	
<b>Social Management</b>	I always recognise the emotional make up of others and am always skilled in engaging with them appropriately and sensitively. I always think ahead and can anticipate challenges.	I often recognise the emotional make up of others and am often skilled in engaging with them appropriately and sensitively. I often think ahead and often anticipate challenges.	I sometimes recognise the emotional make up of others and sometimes engage with them appropriately and sensitively. I rarely think ahead and rarely anticipate challenges.	I rarely recognise the emotional make up of others and rarely engage with them appropriately and sensitively. I can't think ahead and don't anticipate challenges.	

Action Items

Final Score

/20