

Managing Emotions Workshop



Facilitator Guide

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Introduction

Overview

The Managing Emotions Workshop is designed to help delegates increase their self-awareness and gain an understanding of emotional intelligence, its role in managing emotions and how it can be developed.

This one-day workshop can be used at any level within the organisation, with optional exercises that can be added to tailor the workshop towards leadership.

This workshop requires delegates to complete the EQ-i 2.0 assessment **before attending the workshop** and receive either the EQ-i 2.0 workplace or leadership report. Therefore, we recommend this workshop being facilitated by a qualified EQ-i 2.0 & EQ 360 practitioner.

What is included?

The workshop materials are listed below. The workbook and slide deck are provided in a format that allows you to customise the course to best suit your needs.

Facilitator Guide (PDF Document) - This provides you with all of the information you need to run the workshop, including:

- Workshop Structure (*page 5*) - Provides an overview of what to cover in each section and approximate timings for exercises.
- Example Programmes (*page 9*) - Provides examples of how you may structure the workshop session, with and without the additional exercises.
- Slide Deck & Facilitator Notes (*page 11*) - Provides suggestions of what to cover and what to say at each point of the workshop. Suggestions appear alongside the relevant slide.

Workbook (Word Document) - This includes exercises and information for delegates attending the workshop. Each delegate should have their own copy of the workbook.

Slide Deck (PowerPoint Presentation) - This is the set of slides designed for the workshop. There is space where we recommend you add your company logo. To add your logo, you will need to use the **Slide Master View** on PowerPoint.

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Workshop Structure

Time	Section	Notes	Slides	Workbook
15 minutes	Introduction (15 minutes)	<ul style="list-style-type: none"> • Welcome delegates to the workshop • Introduction to the workshop, aims and expectations • Structure of the day & housekeeping issues (e.g. if face to face, fire exits, toilets, refreshments, timings OR if online, cameras, audio, mute/unmute, breakout rooms) • Introductions (name, role, hope to achieve from the workshop) • Ask for any questions 	1-3	
30 minutes	Emotions Emotions at work exercise (20 minutes)	<ul style="list-style-type: none"> • Use Emotions at work exercise to encourage delegates to consider what emotions are. Discuss questions in small groups • Join together as a whole to go through each question 	4	5
	Understanding emotions exercise (10 minutes)	<ul style="list-style-type: none"> • Use Understanding emotions exercise in the workbook to help delegates start looking at their own emotions • Ask delegates to complete exercise by themselves and/or discuss in small groups 	5	6
40 minutes	Emotional Intelligence (5 minutes)	<ul style="list-style-type: none"> • Talk through emotional intelligence definition (what is emotional intelligence) and its benefits 	6-7	7