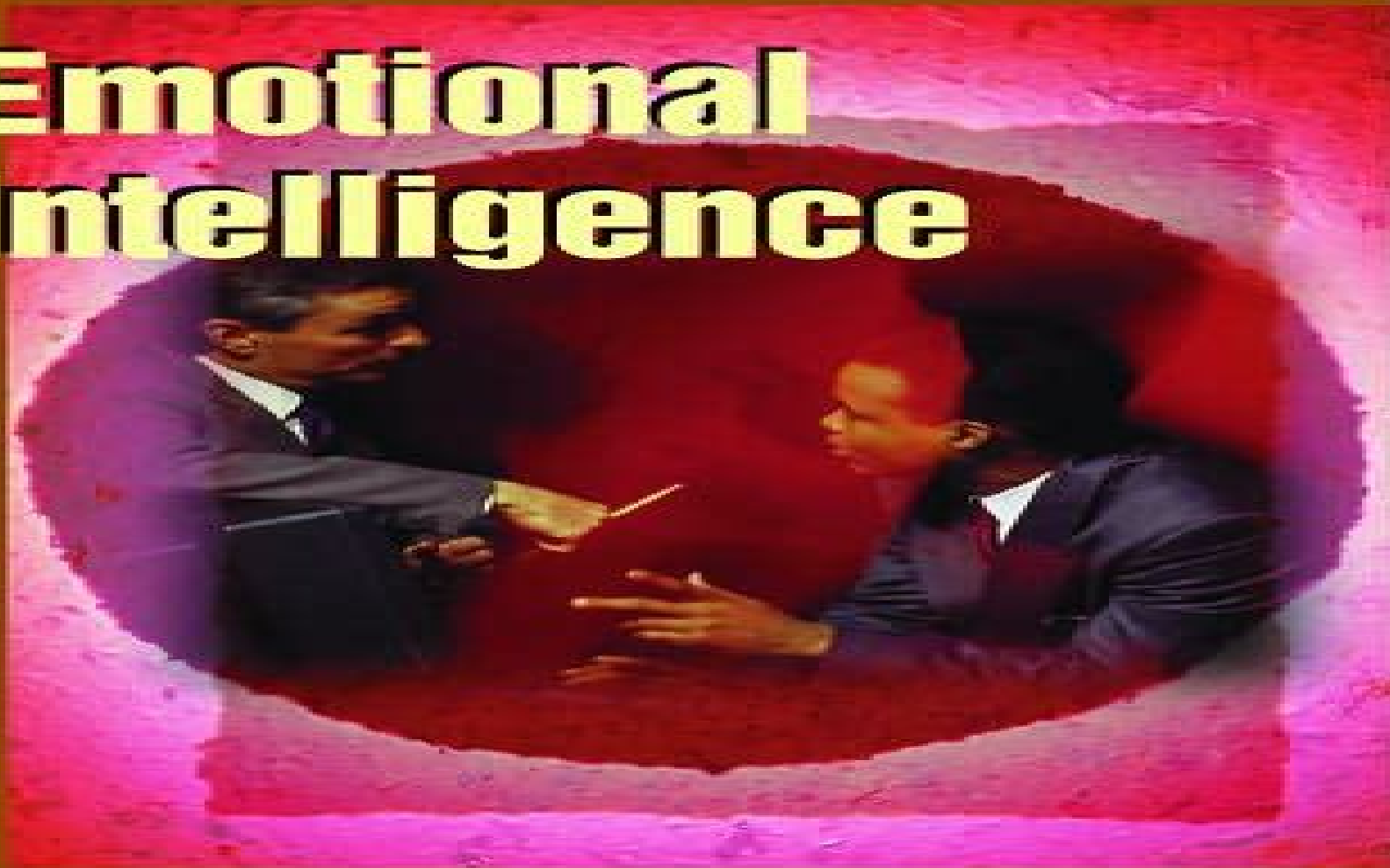


The Manager's Pocket Guide to

Emotional Intelligence



Emily A. Sterrett, Ph.D.

The Managers Pocket Guide To Emotional Intelligence

David Cleland, Lewis Ireland



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With steady practice and the tools in this guide we all have the ability to increase our EQ and take our skills to the next level. It is important to note that though this book might be slightly tailored to positional leadership within the workplace, leadership is a lifestyle, not a position, and this handbook will help improve every domain of that lifestyle. Whether you lead a public Fortune 500 company, a team of 7 within a department, or your family inside your own house, the lessons and exercises in this guide will help teach you to successfully deal with stressful situations and deliberately build influential relationships that promote positive growth all around you. This survival guide is designed for the new leader or aspiring leader to build a solid foundation of Emotional Intelligence so they may work through and even prevent many of our sticky social situations. In this handbook, you will find:

- A general understanding of what Emotional Intelligence is and what it isn't.
- What today's EQ practice in the traditional workplace looks like.
- A deeper dive into all four components of Emotional Intelligence:
 - Self Awareness
 - Self Management
 - Social Awareness
 - Relationship Management
- Questions and Exercises to reflect on each of the four components as they relate to your current work and personal situation.
- Methods for understanding and utilizing EQ models.
- Examples of EQ application techniques.
- Suggestions for various ways to improve one's overall EQ ability.

This handbook will help to build a culture where your staff is just as happy on a Monday morning as they are on a Friday afternoon. The book is laid out in sections where there is no need to re-read the entire book; rather, you can jump to different sections to practice your habits and learn ways to improve your EQ.

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