



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

## COURSE OUTLINE - Emotional Intelligence for Managers

### Course Specifications

**Course number:** 088649 | **Software:** Microsoft® Windows® | **Course length:** 0.5 day(s)

### Course Description

In this course, you will assess your current emotional intelligence capabilities, determine your strengths, and identify areas for improvement. You will examine how emotions affect behavior and how those behaviors impact your relationships with others. You will also develop strategies for managing the emotional energy in yourself and others.

**Course Objective:** You will evaluate your current emotional intelligence abilities and apply strategies to improve your emotional intelligence.

**Target Student:** This course is designed for the emerging manager or mid-level manager.

**Prerequisites:** Prior to beginning this course, you should have experience in managing people.

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### Hardware Requirements:

If you wish to use the data files and/or overheads provided on the CD-ROM, you will need to set up a computer for yourself. If time allows and you wish to use the business simulations provided on the CD-ROM in the classroom, you will need to set up a computer for each student participating in the class with the following hardware requirements:

- Pentium 90 MHz or higher processor, or Macintosh® Power Mac®.
- Screen resolution of 800 x 600 set to 256 colors.
- DVD drive.

### Software Requirements:

- Windows® 95, Windows 98, Windows 2000, Windows ME, Windows NT 4.0, Windows XP Home Edition, or Windows XP Professional.
- Microsoft® Internet Explorer® 5.0x, 5.5, 6.0, or Netscape Navigator® (excluding 6.0 and 6.1).
- Adobe® Acrobat Reader® 6.0 or higher; Apple® Quicktime® 5.0 or higher; Macromedia® Flash® Player 6.0.79 or higher; or Macromedia® Shockwave® 7.0.2, 8.0, 8.5, 8.5.1 or higher; Windows Media Player 8.0 or higher.
- Turn off popup blocking (Windows XP with Service Pack 2 Internet Explorer users only).

### Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Evaluate your emotional intelligence.
- Develop strategies for effectively applying emotional intelligence in the workplace.

## Course Content

### Lesson 1: Evaluating Emotional Intelligence

Topic 1A: Assess Your Self-

Understanding

Topic 1B: Determine Your Ability to

Regulate Your Emotions

Topic 1C: Evaluate Your Social

Recognition Skills

Topic 1D: Assess Your Social

Regulation Skills

### Lesson 2: Applying Emotional Intelligence In A Business Environment

Topic 2A: Improve Your Emotional Intelligence By Understanding Your Emotions

Topic 2B: Regulate Your Emotions

Topic 2C: Improve Your Social Recognition and Regulation Skills

Topic 2D: Build an Emotionally Intelligent Team

## ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

## ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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## EBOOKS AND ONLINE TRAINING

Excel Essentials 2013 [Ebook](#), workbooks, and solutions.

Excel Intermediate 2013 [Ebook](#), workbooks, and solutions.

Excel Advanced 2013 [Ebook](#), workbooks, and solutions.

Excel comprehensive online courses, email for more details.



## CONTACT DETAILS

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