



Module 1:

**SELF MANAGEMENT**



## WELCOME

This presenter's manual is designed to be used by anyone leading the workshop on training leaders of FMI. The scripted text can be used exactly as is, or the presenter may choose their own words. There will always be opportunities for conversations and discussions to take place beyond what is outlined in this manual. The presenter should feel free to take advantage of those opportunities, or not, depending on the time allotted for the workshop as a whole.



# HOW TO USE THIS WORKBOOK

## SUBHEADERS OUTLINE THE SECTION'S OBJECTIVES, MATERIALS & ACTIVITIES

Suggested text for your presentation will be found in the main body of these pages. You may choose to use the script as written, or put the suggested text into your own words.

Call out text will appear like this and includes guidance for you as the presenter on leading or continuing discussions. It is not to be read as part of the script.

### MATERIALS:

- *These will be the items required to complete this section*
- *These will be the items required to complete this section*

*When applicable, direction regarding actions involved in conducting the workshop, or other relevant information, will appear here.*

*An example of this is when you are presenting to the FULL GROUP or only to one of the RED or BLUE divided groups.*

# TABLE OF CONTENTS

<b>Introduction</b>	<b>5</b>
<b>Topic 1: Emotional Intelligence</b>	<b>6</b>
• Understanding Emotional Intelligence	.7
• 4 Steps of Emotional Intelligence	0
• Using Emotional Intelligence as a Leader	0
• Benefits of Emotional Intelligence for Teams	0
• Awareness, Connection, Management, Achievement	0
• Measuring Emotional Intelligence	0
<b>Topic 2: Critical Thinking and Problem Solving</b>	<b>0</b>
• Cognitive Skills	0
• Analytical Skills	0
• Biases, Faulty Reasoning, Cognitive Strategies	0
• Problem Solving Process	0
• Problem Solving Skills	0
• Problem Solving Practice	0
<b>Topic 3: Project and Time Management</b>	<b>0</b>
• Operational	0
• Stakeholder & Requirements	0
• Planning & Execution	0
• Planning, Prioritizing, Setting Goals	0
• Delegating & Outsourcing	0
• Organization	0
• Self Care	0
<b>Summary and Synthesis</b>	<b>0</b>

# INTRODUCTION

Before the workshop begins, organize the grouping cards so that there are the same number of cards as participants. See chart for number of cards. Grouping Cards for small and medium sized groups.]

Ex. RED Small group cards

(n=12): 1, 1, 1, 2, 2, 2, 3, 3, 3, 4, 4, 4

(n=13): 1, 1, 1, 2, 2, 2, 3, 3, 3, 4, 4, 4, 4

Etc.

Ex. BLUE Medium group cards

(n=12): 1, 1, 1, 1, 2, 2, 2, 2, 3, 3, 3, 3

(n=13): 1, 1, 1, 1, 2, 2, 2, 2, 3, 3, 3, 3, 3

Etc.

Today's workshop is designed to build on the content learned on the OLC as it relates to (1) Emotional Intelligence, (2) Critical Thinking & Problem Solving, and (3) Time & Project Management. The workshop will cover these topics more extensively and provide opportunities for individual and group experiential learning. This workshop is only the beginning of a leadership program. Successful leaders will take all that they have learned, applied, and continue to learn more through authentic work experiences.

Ice breaker: Take a few minutes to have everyone say their name, position at FMI, and share a little something about themselves, or perhaps why they are here in the workshop today.



*To expedite the movement between full group and small groups, there will be a series of numbered cards for participants to randomly draw that will place them in a small and medium sized group, as the workshop indicates.*



Topic 1:

# EMOTIONAL INTELLIGENCE



## SECTION 1: Understanding Emotional Intelligence

### INTRODUCTION/OBJECTIVES:

As you learned in the OLC, Emotional Intelligence is the ability to identify and manage your emotions and identify the emotional state of others. Key components of emotional intelligence include (1) effectively expressing your emotions in a socially acceptable way, (2) using self-awareness to guide your actions, (3) identifying emotional cues like language and behavior, and (4) developing strategies to handle emotional triggers in yourself and others. Some of the benefits of emotional intelligence are (a) personal awareness, (b) connection with others, (c) stress management, (d) healthy conflict, (e) emotional resilience, and (f) creating optimism.

### MATERIALS:

- *Participant Workbook*

### STRUCTURE/ACTIVITY:

Open the floor for questions from the group

Are there any questions or comments about the components or the benefits of Emotional Intelligence? I would like to encourage you to make any notes you feel are important to remember, in your Workbook in this section.

If there are no questions, move on to the next section.

◀ FULL GROUP





## SECTION 2: 4 Steps of Emotional Intelligence

### INTRODUCTION/OBJECTIVES:

Next, let's remember that there are four steps of emotional intelligence:

- Awareness:** the ability to understand your own emotions
- Connection:** the ability to perceive and understand the emotions of those around you
- Management:** the ability to monitor and assess your own emotions and adjust where appropriate
- Achievement:** the ability to direct your emotions in a productive manner

These four steps and their definitions can also be found in your workbook in the “4 Steps of Emotional Intelligence” section. We will now work to better understand these four steps through large and small group observations and discussions of the video/animation from the OLC.

### MATERIALS:

- *Video/animation from OLC or newly created*
- *Participant Workbook*

### STRUCTURE/ACTIVITY:

Now let's watch a short video. While we watch, make notes of your own emotions as they relate to the video. Afterward, I'll ask you to share some of your own observed emotions.

Play video

Ask for volunteers to share their observed personal emotions. Ask follow up questions where appropriate to seek deeper understanding, or clarification.



◀ FULL GROUP





## SECTION 2: 4 Steps of Emotional Intelligence (ct'd)

Next let's divide into small groups and rewatch the video. Each group will be assigned one of the characters in the video on which to focus. After the video finishes, discuss in your group what emotions you observed. Determine what you observed that led you to your choice of emotion. Document your observations in your Workbook.

Rewatch video, followed by time for small group discussion.

Have groups volunteer to share their observations. Again, ask questions for deeper understanding, or clarification.

Let's continue your discussion, focusing on the same character. This time, discuss how the character's emotions affected your own emotions. Did it make you upset? Or feel empathy? Or something else? Make your observations without outwardly reacting to the emotion.

Have groups volunteer to share their observations. Again, ask questions for deeper understanding, or clarification.

Finally, continuing your small group, discuss what you would have done differently If you were the leader?

Have groups volunteer to share their observations. Again, ask questions for deeper understanding, or clarification.

◀ **SMALL RED  
GROUP ONLY**

◀ **REMAIN IN  
SMALL GROUPS**

◀ **REMAIN IN  
SMALL GROUPS**

◀ **REMAIN IN  
SMALL GROUPS**

