

EMOTIONAL INTELLIGENCE 101: HOW EMOTIONALLY AWARE AM I?

This self-assessment is designed to give you a brief indication of your emotional intelligence and therefore build self-awareness. It will help you identify your strengths, and identify competencies which require development. You may also wish to use it as a tool to help develop members of your own team.

Using this self-assessment:

1. Study the self-assessment below and write down evidence of your strengths against each emotional competency.
2. Next, note down the areas where you think your emotional intelligence could be improved in the development column of the table.
3. Consider how you can use this information. For instance, it could feed into your personal objectives or career plans.
4. You may wish to refer back to this self-assessment periodically in order to check how your development is progressing.

Emotional Intelligence Competency	Evidence Of Strength	Development Required
Self-Awareness		
I am aware of even subtle feelings as I have them.		
I trust my feelings and emotions and use them to positive effect.		
I have a good understanding of how my feelings affect my performance at work.		
I use my feelings to help me make big decisions in my life.		
I know what I do well and I believe in my abilities.		
I am clear about what my weaknesses are and I am actively working towards achieving my development plan.		
I feel fulfilled and happy in my personal and professional life.		
Generally, I have a sense of well-being and contentment.		

Emotional Intelligence Competency	Evidence Of Strength	Development Required
Self-Management		
I can handle difficult or challenging situations without an adverse emotional reaction.		
I am able to deal effectively with unexpected or unpleasant changes without an adverse emotional reaction.		
I generally have an even temperament and do not allow moods to affect my behaviour.		
Instead of giving up in the face of setbacks or disappointments, I stay hopeful and optimistic.		
I would describe myself as conscientious – I am responsible, disciplined and keep promises.		
I am adaptable, open-minded, willing to be persuaded by fact.		
I have an optimistic drive to continually get better at whatever I do.		
I take initiative – I act before I am forced to by circumstance.		

Emotional Intelligence Competency	Evidence Of Strength	Development Required
Social Awareness		
I am aware of other people's feelings and emotional states and moderate my behaviour accordingly.		
I can sense the tone of a group or relationship as well as the unspoken feelings.		
My keen sense of others' feelings makes me compassionate about their plight.		
I can identify a customer's needs and fulfil them, sometimes without them being explicitly stated.		
I am aware of our organisation's culture, values and politics and will consider this when approaching issues or making decisions to ensure positive outcomes.		

Emotional Intelligence Competency	Evidence Of Strength	Development Required
Social Skills		
I see developing others as a priority.		
I can recognise the potential in other people and draw this out.		
I listen well, am open and honest and feel comfortable communicating my desires.		
I am prepared to stand by my opinions and emotional reactions when I know I am in the right.		
I can formulate a vision and inspire others to act.		
I have developed strong, trusting, honest relationships and network effectively.		
I am able to work with others and listen to what they think even when I am in disagreement.		