

# EQ EMOTIONAL INTELLIGENCE

## Self-Assessment Activity

### INSTRUCTIONS:

Rate yourself on a scale of 1 to 5 in each of the following statements. Be as honest as possible—this self-assessment is a tool to help you identify areas of strength and opportunities for growth. There are no right or wrong answers.

- 1 = STRONGLY DISAGREE
- 2 = DISAGREE
- 3 = NEUTRAL
- 4 = AGREE
- 5 = STRONGLY AGREE

### SECTION 1: SELF-AWARENESS

- I CAN EASILY IDENTIFY HOW I'M FEELING IN THE MOMENT
- I UNDERSTAND HOW MY EMOTIONS INFLUENCE MY BEHAVIOR AND DECISIONS
- WHEN I'M UPSET, I'M ABLE TO PAUSE AND REFLECT BEFORE REACTING.
- I RECOGNIZE MY EMOTIONAL TRIGGERS AND CAN MANAGE THEM EFFECTIVELY.
- I ACTIVELY SEEK FEEDBACK TO UNDERSTAND HOW OTHERS PERCEIVE ME.

### SECTION 2: EMPATHY

- I CAN USUALLY TELL HOW SOMEONE IS FEELING, EVEN IF THEY DON'T SAY IT DIRECTLY.
- I MAKE AN EFFORT TO UNDERSTAND THINGS FROM OTHER PEOPLE'S PERSPECTIVES.
- WHEN A COLLEAGUE OR TEAM MEMBER IS STRUGGLING, I OFFER SUPPORT AND LISTEN ACTIVELY.
- I ADJUST MY COMMUNICATION STYLE BASED ON THE EMOTIONS AND NEEDS OF THE PERSON I'M SPEAKING WITH.
- I SHOW APPRECIATION AND RECOGNITION FOR OTHERS' EFFORTS AND CONTRIBUTIONS.



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## Self-Assessment Activity

### SECTION 3: RELATIONSHIP MANAGEMENT

- I HANDLE CONFLICTS CALMLY AND WORK TOWARD A RESOLUTION THAT SATISFIES EVERYONE INVOLVED.
- I BUILD STRONG, POSITIVE RELATIONSHIPS WITH MY TEAM MEMBERS AND COLLEAGUES.
- I AM COMFORTABLE GIVING CONSTRUCTIVE FEEDBACK, EVEN WHEN IT'S DIFFICULT.
- I ENCOURAGE OPEN COMMUNICATION AND MAKE SURE EVERYONE FEELS HEARD.
- I TAKE RESPONSIBILITY FOR MY ROLE IN MAINTAINING HEALTHY, PRODUCTIVE RELATIONSHIPS AT WORK.

### SCORING & REFLECTION:

**Score 15-25 in each section:** This suggests that you may benefit from focusing on improving this area of emotional intelligence.

**Score 26-35 in each section:** You're making good progress in this area, but there's room for further development.

**Score 36-45 in each section:** This indicates a strong level of emotional intelligence in this area.

### POST-ASSESSMENT REFLECTION:

After completing the self-assessment, consider the following questions:

1. What is your strongest area of emotional intelligence? How does this strength show up in your leadership style?
2. In which area did you score the lowest? How might improving in this area benefit your leadership or team dynamics?

### Group Discussion Instructions:

- In your small group, share one area where you scored the highest and one area where you'd like to improve. Discuss how these scores align with your leadership challenges on the job site.
- Use the guiding question: **How do your EQ scores align with your leadership style and workplace challenges?**

This self-assessment will give participants a concrete starting point for thinking about their emotional intelligence and how it impacts their leadership, team dynamics, and overall work environment.



## EMPATHY MAPPING EXERCISE FOR LEADERS

**Objective:** This exercise helps leaders better understand their team members by putting themselves in their shoes. It's designed to deepen empathy, which is essential for improving engagement, job satisfaction, and overall performance.

### EMPATHY MAP TEMPLATE

<b>WHAT DO THEY THINK?</b>	<b>WHAT DO THEY FEEL?</b>
<b>WHAT DO THEY SAY?</b>	<b>WHAT DO THEY DO?</b>



## EMPATHY MAPPING EXERCISE FOR LEADERS

### QUADRANT 1: WHAT DO THEY THINK? (5 MINUTES):

#### Guiding Questions:

- What might this person be thinking on a daily basis?
- What are their biggest concerns or frustrations?
- What might they be thinking about the leadership or company direction?

#### Example:

For a site foreman:

- "I'm overwhelmed by the tight deadlines."
- "Am I being recognized for all the extra work I'm putting in?"
- "Is my team's safety truly a priority?"

### QUADRANT 2: WHAT DO THEY FEEL? (5 MINUTES):

#### Guiding Questions:

- What emotions might they be experiencing at work?
- Are they feeling motivated, stressed, frustrated, or excited?
- What might be causing those emotions?

#### Example:

For a site foreman:

- "I feel stressed because I'm responsible for both the team's performance and their safety."
- "I feel undervalued because I don't receive feedback or recognition from leadership."

### QUADRANT 3: WHAT DO THEY SAY? (5 MINUTES):

#### Guiding Questions:

- What are they saying to their peers or direct reports?
- How do they talk about the challenges they're facing?
- What do they say during meetings with leadership?

#### Example:

For a site foreman:

- "We're behind schedule again, and it's going to be tough to catch up."
- "Safety is important, but we can't fall behind on production."
- "I feel like no one's listening when I bring up these concerns."

### QUADRANT 4: WHAT DO THEY DO? (5 MINUTES):

#### Guiding Questions:

- What behaviors or actions do you see from this person?
- How are they managing their responsibilities?
- How do they interact with their team and leadership?

#### Example:

For a site foreman:

- "He rushes his team to meet deadlines, sacrificing some safety precautions."
- "He avoids speaking up in leadership meetings because he feels it won't make a difference."
- "He works extra hours to try to meet goals, leading to burnout."

### TAKEAWAYS:

- Increased awareness of how team members experience their roles.
- Actionable insights to improve leadership approach and team support.
- Greater understanding of how to align team members' motivations with organizational goals.



# WOODEN'S 5Y FRAMEWORK

## ACTION PLANNING WORKSHEET

### TOP 3 LEADERSHIP GOALS

What are the three most important goals you want to achieve for your team or organization as a leader?

### YARDSTICK: GAINING CLARITY ON VISION AND KEY METRICS

#### Clarity of Vision:

What is the vision you want to create for your team? How does empathy fit into that vision?

#### Key Metrics:

What specific metrics will you use to measure your progress? These could include employee engagement scores, retention rates, or productivity improvements.

#### Team Challenges:

What are the primary challenges your team faces right now? How does your leadership help address these challenges?

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# WOODEN'S 5Y FRAMEWORK

## ACTION PLANNING WORKSHEET

### YIELD: IDENTIFYING THE STRATEGIES AND INITIATIVES TO DRIVE SUCCESS

#### People (Team Members and Stakeholders):

Who are the key people involved in helping you achieve your leadership goals? How can you support them through empathetic leadership?

#### Levers to Pull:

What specific strategies or initiatives can you implement to drive success? This could include improving communication, providing training, or recognizing contributions.

#### Technology or Tools:

What technology or tools can help you streamline processes or improve efficiency while maintaining a culture of empathy?

### YARE: MAKING LEADERSHIP AND SUCCESS EASIER

#### Delegate:

What tasks can you delegate to empower your team and build trust? How can delegation help your team grow?

#### Automate:

What processes can be automated to free up time for more meaningful leadership interactions?

#### Delay:

Are there any initiatives that can be delayed to allow more focus on the most critical areas?

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# WOODEN'S 5Y FRAMEWORK

## ACTION PLANNING WORKSHEET

### YOGA: BUILDING FLEXIBILITY, SUSTAINABILITY, AND SCALABILITY

#### Flexibility:

How can you build flexibility into your leadership style to better adapt to the needs of your team?

#### Sustainability:

What steps can you take to ensure that your leadership approach is sustainable over the long term?

#### Scalability:

How can you scale your leadership practices as your team or organization grows?

### YEARN: CULTIVATING LOYALTY, TRUST, AND ADVOCACY

#### Strengthen Loyalty:

What actions can you take to strengthen your team's loyalty and trust? How can you ensure they feel valued and empowered?

#### Identify Key Advocates:

Who in your team or network can be an ambassador or advocate for your leadership vision? How can you engage them to spread the culture of empathy?

#### Feedback and Referral Program:

What systems can you implement to encourage feedback and foster advocacy within your team?

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# WOODEN'S 5Y FRAMEWORK

## ACTION PLANNING WORKSHEET

### NEXT STEPS AND TIMELINE

#### IMMEDIATE ACTIONS:

*What are the first steps you'll take to implement the insights from this session?*

#### TIMELINE:

*Set a timeline for your next steps and milestones. When will you review your progress?*

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