

MATERIALS/LOGISTICS LIST




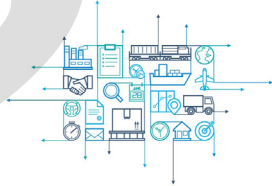
The following is a list of items, handouts, and charts you need for the workshop.

<p>Materials needed:</p> <ul style="list-style-type: none"> • Laptop • PowerPoint presentation • Presentation remote • Projector/Audio speaker • 2 Flipchart stands/Paper • Index cards, self-stick notes, and markers • Name tags • EQ-i 2.0 Subscale Cards (2–3 sets) <p>You can order sets of subscale cards from MHS (https://www.mhs.com/MHS-Talent?prodname=eq2).</p>	<p>Flipcharts (need 2 stands R & L):</p> <ul style="list-style-type: none"> • 5 charts showing each composite and corresponding subscales (posted for reference during the day and for the last exercise) • (R) Ground Rules (post once complete) • (R) “Soft” Skills • (L) “Technical” Skills • 4 charts showing each Leadership Potential area and subscales (posted and taped for reveal later if there is enough wall space)
<p>Room Setup:</p> <ul style="list-style-type: none"> • Name tags, self-stick notes, markers, index cards on tables • One copy of the Emotionally Effective Leader Workbook per participant 	<p>Handouts:</p> <ul style="list-style-type: none"> • One Participant Workbook per participant: Can be purchased through your portal account • Participants’ personal EQ-i 2.0 Leadership Reports • The EQ Edge: Third Edition Available from MHS (https://www.mhs.com/MHS-Talent?prodname=eq2).

QUICK LOOK AGENDA*

Time	Length (min)	Focus and Purpose
9:00–9:20	20	Welcome and Context
9:20–9:40	20	Leadership Effectiveness Framework
9:40–10:05	25	Leadership and Emotional Intelligence
10:05–10:40	35	What is Emotional Intelligence?
10:40–10:55	15	Your EQ-i 2.0 Report
10:55–11:20	25	Reading and Reflection
11:20–12:00	40	Finding the Balance
12:00–12:45	45	LUNCH
12:45–1:15	30	Transformational Leadership
1:15–2:30	75	Maximizing Leadership Potential
2:30–3:15	45	Leadership Derailers
3:15–3:35	20	The Knowing-Doing Gap
3:35–4:20	45	Developing Actions
4:20–4:40	20	The EQ 1-2-3 Plan
4:40–5:00	20	Reflections, Wrap-up, and Close

*No “set” times for breaks in morning and afternoon; see the Detailed Facilitator Guide for break management.

<p>The Emotionally Effective Leader</p>  <p>Slide 1</p>	<p>🕒 (1)</p> <p><i>The Emotionally Effective Leader</i></p>
 <p>Slide 2</p>	<p>🕒 (2)</p> <p><i>Welcome participants to the session and introduce yourself; thank them for attending.</i></p>
<p>Goals for Today</p> <ul style="list-style-type: none"> • Understand more about your personal view on leadership. • Explore emotional intelligence as it relates to leadership. • Receive your personalized EQ-i 2.0 Leadership Report. • Identify areas for EI development and related activities.  <p>Slide 3</p>	<p>🕒 (2)</p> <p><i>Review the goals for the learning session:</i></p> <p>Understand more about your personal view on leadership. Explore emotional intelligence as it relates to leadership. Receive your personalized EQ-i 2.0 Leadership Report. Identify areas for EI development and related activities.</p> <p>? Any Questions?</p>
<p>Logistics</p> <ul style="list-style-type: none"> • Timings & Breaks • Washrooms • Lunch • Parking Lot • Questions?  <p>Slide 4</p>	<p>🕒 (3)</p> <p><i>Briefly run through the logistics. Explain lunch is set, but break times can be adjusted based on participant energy/flow.</i></p> <p>Timings & Breaks Washrooms Lunch Parking Lot Questions</p> <p>? Any Concerns?</p>



Slide 5

🕒 (5)

Ground rules

- Flipchart Ground Rules

Ask participants what ground rules will support their learning experience and record their responses. Move through this quickly.

👉 Add fun and the VEGAS Rule (i.e., confidentiality) if not already mentioned.

Who's in the Room?

Let's get to know each other a bit more...



Slide 6

🕒 (10)

Who's in the room?

- Flipchart Ground Rules

Be prepared to introduce yourself with

Name

Title

Length of Time Working For [COMPANY NAME]

AND



Each participant answers the following question after introducing him/herself:

What is one piece of advice you would give to your 18-year-old self?

**OPTION A:
Table Introductions**

Participants introduce themselves and answer the small group question at their table. Each person then shares 1 thing that was similar and 1 thing that was different with the rest of the participants.

**OPTION B
Personal Acronyms**

Each participant is given an index card (located at each table). Instruct participants to write their first name vertically down the left-hand side. For each letter, come up with something that describes them (1 min). Example: JOHN = **J**ovial, **O**bjective, **H**appy, loves to try **N**ew things

6 rounds, 30 sec each (Total = 3 min):
Find one person (not at your table), introduce yourself, and share your acronym (BE quick!)
Repeat exercise 6 times.
Facilitator rings bell every 30 seconds

Transition into Leadership Effectiveness Framework