



Self-Awareness & Understanding EI

Module Two

This is part of a series of online courses available from Promoting Excellence Leadership Consultants.



Module 2: Self-Assessing your EI – complete the questionnaire

Answer the following questions about your behaviour.
You should rate them between 1 and 5

After each three questions, total up your score, divide by 3 and enter into section total column.

1= Never 2=Rarely 3=Sometimes 4=Usually 5=Always

	Question	Rating (1-5)	Section Total (÷3)
1.1	I am able to successfully handle many tasks at once		
1.2	I can handle unexpected changes in priorities effectively		
1.3	I can adapt easily to a range of different situations		
	Subtotal 1		
2.1	I always appear in control and assured		
2.2	I have “presence” in group situations		
2.3	I strongly believe in my ability to do my job		
	Subtotal 2		
3.1	I act quickly and promptly		
3.2	I look for unusual or different ways of doing things		
3.3	I am prepared to take risks and break rules where necessary		
	Subtotal 3		
4.1	I am aware of how my behaviour impacts on others		
4.2	I am aware of my own strengths and weaknesses		
4.3	I am very willing to accept justified criticism from others		
	Subtotal 4		
5.1	I meet deadlines		
5.2	I am meticulous and careful in my work		
5.3	I see planning as vital to the success of a task		
	Subtotal 5		
6.1	I see opportunities rather than problems		
6.2	I expect the best from others		
6.3	I expect the future to be better than the past		
	Subtotal 6		
7.1	I am willing to challenge unprofessional behaviour in others		
7.2	I create an atmosphere of mutual respect		
7.3	I act fairly and consistently		
	Subtotal 7		
8.1	I set clear measurable goals		
8.2	I model high standards		
8.3	I focus all my efforts on raising achievement		
	Subtotal 8		

9.1	I am trustworthy and conscientious	
9.2	I am honest and dependable	
9.3	I am enthusiastic and fully committed to all my tasks	
	Subtotal 9	
10.1	I operate effectively under pressure and stress	
10.2	I am patient	
10.4	I do not lose my temper or get angry	
	Subtotal 10	
11.1	I use a variety of communication methods	
11.2	I can convince people to my point of view	
11.3	I use a range of aids to enhance my communication	
	Subtotal 11	
12.1	I have customer satisfaction as my number one priority	
12.2	I make every effort to meet the needs of my customers	
12.3	I have a good relationship with my customers	
	Subtotal 12	
13.1	I am able to recognise other's strengths and potential	
13.2	I regularly coach/mentor others	
13.3	I take responsibility for my own professional development	
	Subtotal 13	
14.1	I have good listening and negotiation skills	
14.2	I am able to anticipate and resolve potential conflict	
14.3	I am tactful in difficult situations	
	Subtotal 14	
15.1	I inspire and motivate others	
15.2	I build consensus and communicate decisions clearly	
15.3	I use facts and/or data to convince people	
	Subtotal 15	
16.1	I remove barriers to change wherever possible	
16.2	I recognise the need for change and instigate it	
16.3	I am willing to accept imposed change and work with it	
	Subtotal 16	
17.1	I understand the mission and ethos of my organisation	
17.2	I am aware of the climate and culture of the organisation	
17.3	I know where, when and how to access support	
	Subtotal 17	
18.1	I value individual contributions and reward these	
18.2	I encourage colleagues to work together and support others	
18.3	I value team spirit and co-operation	
	Subtotal 18	
19.1	I have insight to read other's moods and non-verbal actions	
19.2	I respect and value diversity	
19.3	I demonstrate understanding of others' circumstances	
	Subtotal 19	

Assessing your own Emotional Intelligence – Score Sheet

Transfer the total scores (which you divided by 3) on to the following graph.

	1	2	3	4	5
Self-Management	1. Adaptability				
	2. Confidence				
	3. Creative Thinking/Initiative				
	4. Emotional Awareness				
	5. Planning & Organisation				
	6. Positive Attitude				
	7. Professional Integrity				
	8. Quality Focus				
	9. Reliability				
	10. Self-Control				
Working with Others	11. Communication Skills				
	12. Customer Focus				
	13. Developing Self & Others				
	14. Handling Difficult Situations				
	15. Leading and Influencing				
	16. Managing Change				
	17. Organisational Insight				
	18. Team Working				
	19. Understanding Others				

Interpreting your Data – Questions for Discussion/Reflection

A score of 4 or above is a key strength.

1. What key challenges face you in your work today?
2. What key challenges will face you in the future?
3. How will you use your key strengths to help you face and overcome these challenges?
4. What are your main areas for development? Be specific.
5. How will you address these? Can you give examples?
6. If you were asked to state ONE key goal what would it be?

My key goal is.....