

# Emotional Literacy in the Workplace

## Rationale

Imagine a workplace where everyone was engaged and productive because they were able to understand and manage their emotions... How much happier would workplaces be? How much more efficient would people be?

Would you like to enjoy better team-work, improved working relationships, increased motivation and a healthier working environment, where everyone's time is managed better and people feel appreciated?

This invaluable session explains the context of our emotional health, the steps to emotional health and literacy, the benefits of being emotionally literate for everyone, and how emotional health has a profound impact on working capacity. There is a strong focus on how mindfulness can contribute to better emotional health in the workplace and beyond.

## The course covers

- What emotional literacy looks like, and what it is not
- Why is it a crucial component of any workplace – the benefits
- Emotional literacy domains and their relevance to every situation
- Evidence-based practice: what helps promote yours and others' emotional literacy
- The 8 Rs of emotional literacy (model of best practice)
- Theoretical application

## Outcome

Course participants will have opportunity to learn and refresh their knowledge about emotional literacy, explore practical ways to build emotional literacy in their workplace, ask questions and participate in group discussions. They will leave with a toolkit of ideas to try on themselves and with others at work.

# Course details

**Duration:** from 3 hours

**Fee:** negotiable (includes travel, materials, pre-course conversation)

## Tools to take away:

- Self-SWOT analysis
- Marshmallow test
- Active listening test
- Ways of being (Rogers)
- Rehab (Milan)



## In more detail...

### Steps to Emotional Literacy (Goleman) (Includes self-rating tool)

01 SELF-AWARENESS

03 MOTIVATION

05 SOCIAL SKILLS

02 SELF-REGULATION  
(mindfulness practice)

04 EMPATHY

### The 8 Rs (Includes tips on how to bring the theory to life)

01 RELATIONSHIPS

04 RESPONSE VS REACTION

07 REWARDS  
(intrinsic and extrinsic)

02 RESILIENCE

05 ROLE-MODELLING

08 RISK FACTORS  
(and protective factors)

03 REALISM

06 RAPPORT