



*2 Days Corporate Workshop*

10<sup>th</sup> - 11<sup>th</sup> December, 2019

# **EMOTIONAL INTELLIGENCE**

## **“ MANAGING SELF & OTHERS ”**

# About the Course

Are you mindful of your emotions and the feelings of those around you? The answer to this question can help you discover how in tune you are with your emotions and help determine your emotional intelligence quotient, or your EQ. Experts now agree that Emotional Intelligence often determines who will climb the corporate ladder and who will be passed over. Your emotional intelligence quotient is your capacity to reason and analyze emotional information. Becoming aware of your emotions can help you become attuned to your own needs and the needs of others, and can help you make better decisions and develop better relationships. Daniel Goleman, the author of Emotional Intelligence identifies four dimensions of EQ namely,



Self Awareness



Self Regulations



Social Awareness



Relationship Management

This course is the product of nearly a decade of studying and experimentation on human psychology. Emotional Intelligence: The Masterclass combines modern psychological tools and techniques as proposed by Daniel Goleman, with ancient techniques of Mindfulness and meditation in order to help you MASTER YOUR EMOTIONS. The tools and techniques taught in this course are practical and implementable right away.





Furthermore, Emotions act as fuel that drive our actions.

High quality emotion results in high quality actions and hence peak performance. So, in order to truly master your emotions, you must master four basic life skills. This course has divided these four life skills into four practical modules.

## SKILLS



### Mindfulness

It is the ability to journey from reactive to proactive. Mindfulness is in the core of all ancient as well as several modern psychotherapeutic techniques.



### Emotional Regulation

It is the ability to know and control your emotions. If you master the techniques taught in this module you will have truly mastered your emotions and hence mastered your life.



### Distress Tolerance

Regardless of who you are and how emotionally aware you believe you are; you will still experience negative and high intensity emotions. This module teaches you several skills to sooth yourself while you are experiencing an unproductive emotional state. You will no longer feel out of control.



### Interpersonal Skills

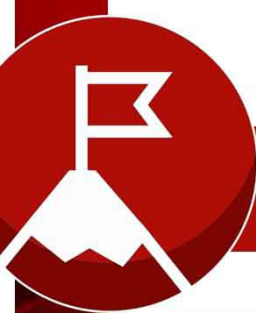
we are social animals and crave company. Unfortunately, unless we master skills of effective communication, and healthy interpersonal skills, we will not be able to initiate, maintain and nurture healthy relationships.



## **LEARNING OUTCOMES**

The participants will be able to:

- 1. To Bring into Awareness Their Automatic Patterns of Thoughts, Emotions and Behaviors.**
- 2. To Use Several Strategies Proactively to Calm Down in Emotional Crisis.**
- 3. To Observe Mindfully Their Unconscious Emotional and Cognitive Patterns.**
- 4. To Use Several Mindful Meditations to Enhance Emotional Wellbeing.**
- 5. To Recognize, Identify and Label Their Emotions as They Rise.**
- 6. To Use Several Strategies to Control Emotions Effectively.**
- 7. To Identify Unhealthy Interpersonal Interactions.**
- 8. To Use Several Strategies to Effectively Interact and Communicate with Others.**



# LEARNING OUTCOMES



# DAY 1

Module	Title	Learning Outcome	Content
0	Introduction	To Develop Basic Understanding of the Course	<ul style="list-style-type: none"><li>• Focus as a rare commodity in modern era</li><li>• Focus Training</li><li>• Connection between thoughts, emotions and actions.</li><li>• Training awareness with mindfulness</li><li>• A child's mind (mindfulness Basics)</li><li>• How thoughts are formed</li><li>• Distortions in thinking</li><li>• 9 common cognitive distortions</li><li>• Primary and secondary thoughts</li><li>• Judgements, assumptions, discrimination, biases</li><li>• STOP technique</li><li>• White out technique</li></ul>
1	Distress tolerance (Basics)	To Bring into Awareness Their Automatic Patterns of Thoughts, Emotions and Behaviors	<ul style="list-style-type: none"><li>• Negative Automatic Thoughts</li><li>• Unhealthy coping strategies</li><li>• The cost of destructive strategies</li></ul>



Module	Title	Learning Outcome	Content
2	Distress tolerance (Advanced)	To Use Several Strategies Proactively to Calm Down in Emotional Crisis	<ul style="list-style-type: none"> <li>• Radical Acceptance</li> <li>• Using distractions</li> <li>• Self-soothing strategy</li> <li>• Safe place imagery</li> <li>• Anchoring</li> <li>• Value systems</li> <li>• Connecting to a higher power</li> <li>• Time outs and personal vacations</li> <li>• Living in the present</li> <li>• Affirmations</li> </ul>
3	Mindfulness (Basic)	To Observe Mindfully Their Unconscious Emotional and Cognitive Patterns	<ul style="list-style-type: none"> <li>• Perceptions and reality</li> <li>• Mindful observation</li> <li>• Mindful awareness of emotions</li> <li>• Recording random thoughts</li> <li>• Describing emotions</li> <li>• Shifting emotions</li> <li>• Mindful breathing</li> <li>• The wise mind and intuition</li> <li>• Judgements and labeling</li> </ul>
4	Mindfulness (Advanced)	To Use Several Mindful Meditations to Enhance Emotional Wellbeing	<ul style="list-style-type: none"> <li>• Five hindrances of mindful living</li> <li>• Shifting awareness from inner world to outer world</li> <li>• Mindful meditation</li> <li>• Loving kindness meditation</li> <li>• Abundance meditation</li> <li>• Meditation for stillness</li> </ul>



# LEARNING OUTCOMES



# DAY 2

Module	Title	Learning Outcome	Content
1	Emotional Regulation (Basic)	To Recognize, Identify and Label Their Emotions as They Rise	<ul style="list-style-type: none"><li>• Why do we have emotions?</li><li>• The “how” of emotions</li><li>• Primary and secondary emotions</li><li>• Emotional records</li></ul>
2	Emotional Regulation (Advanced)	To Use Several Strategies to Control Emotions Effectively	<ul style="list-style-type: none"><li>• Vulnerabilities to healthy emotions</li><li>• Food, drugs and other unhealthy choices</li><li>• exercise</li><li>• Sleep Hygiene</li><li>• Postures and physical tension</li><li>• Cognitive vulnerabilities for unhealthy choices</li><li>• Affirmations</li><li>• The big picture strategy</li><li>• Enhancing positive emotions</li></ul>
3	Interpersonal skills (Basic)	To Identify Unhealthy Interpersonal Interactions	<ul style="list-style-type: none"><li>• Being Mindful about automatic behaviors in interactions</li><li>• What is your communication style?</li><li>• Healthy negotiations</li></ul>

Module	Title	Learning Outcome	Content
4	Interpersonal Skills (Advanced)	To Use Several Strategies to Effectively Interact and Communicate with Others	<ul style="list-style-type: none"><li>• Key interpersonal skills</li><li>• Blocks to using interpersonal skills</li><li>• Coping with fear</li><li>• Toxic relationships</li><li>• Proactively knowing what you want</li><li>• Modulating intensity</li><li>• How to make a simple request</li><li>• Assertiveness script</li></ul>



# FACILITATOR

Dr. Ibrahim Siawash is a USA certified Clinical **Hypnotherapist** (National Guild of Hypnotists), Psychologist, USA Certified **NLP Practitioner** (American Board of Neurolinguistics Programming), Certified **Life Coach**, Certified **Corporate Trainer** and an **expert in Mindfulness and Emotional Regulation**. For nearly a decade (9 years) he has studied human behavior and thought processes. He is the founder and Master Trainer in PIMS – Pakistan Institute of Mind Sciences.

He combines Eastern Ancient Philosophy and Western Modern Sciences to help you **TransformToday™**. He has worked with over 5000 individuals in his clinical/ coaching practice and seminars to help them achieve limitlessness. He believes YOU too have an unlimited potential and it is your right and responsibility to unleash this potential into the world. His mission and purpose in life is to help you LIVE FULLY and HAPPILY. No longer Depression, Anxiety or burn out will hold you back from AWESOMENESS.



**Muhammad Salman Zafar**  
CSCP, CLTD

Unleash Potential

# ABOUT TALENT DEVELOPMENT COMPANY

**We aim to help our society become a better place to live, by helping individuals and organizations unleash their talent**



Talent Development Company (TD) is one of the leading training and consultancy service provider in Pakistan. TD offers a broad range of experienced consultants and trainers, who provide result oriented consultancies and highly interactive workshops. TD's strength lies in good understanding of our clients' needs and a high level of customization. The learning philosophy of TD reflects experiential learning that integrates workplace application and blends modern management philosophies for local market improvisation.



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