CHERYL BUGGY

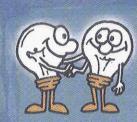
Emotional Intelligence and Enterprise

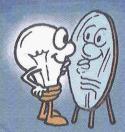
HANDBOOK

Tools and techniques to help students succeed in life and work



























Contents

Introduction	1
How the handbook works	3
Using guests	4
Emotional intelligence and enterprise competencies	7
Theme 1: ME SMART	
SESSION 1	13
Topic 1: Why you are the way you are	15
Topic 2: Your amazing brain	18
Topic 3: Thinking power	21
SESSION 2	26
Topic 4: Fear busting	27
Topic 5: Exploring your uniqueness	30
Topic 6: The power of positive thinking	33
• Topic 7: How to improve your self-esteem	37
Theme 2: PEOPLE SMART	
SESSION 3	40
Topic 8: Understanding how communication works	42
Topic 9: Active listening	47
SESSION 4	51
Topic 10: Giving compliments	53
Topic 11: Courageous conversations	56
Topic 12: Being assertive	60

SESSION 5		64
•	Topic 13: Dealing with challenging people	65
•	Topic 14: Working with others	69
•	Topic 15: Winning teams	71
Th	eme 3: JOB SMART	
SE	SSION 6	73
•	Topic 16: Packaging and developing your potential	75
•	Topic 17: Getting the job you want	78
•	Topic 18: Effective methods of getting a job	82
•	Topic 19: Improving your job hunting success	84
SE	SESSION 7	
•	Topic 20: Before the interview	87
•	Topic 21: During the interview	90
•	Topic 22: The most common questions asked at interviews	93
Th	eme 4: FUTURE SMART	
SESSION 8		95
•	Topic 23: Motivation and adaptability	96
•	Topic 24: Stress busting	98
•	Topic 25: Getting inspired	10 2
SE	SSION 9	104
•	Topic 26: Dealing with problems	106
•	Topic 27: Achieving your hopes, dreams and goals	109
•	Topic 28: Creative visualization	112
•	Topic 29: How to be a winner	115
Co	oncluding the programme	119

Su	pplementary activities	120
IC	E BREAKERS AND TEAM ACTIVITIES	120
TC	TOP TIPS AND MEMORY JOGGERS EMOTIONAL INTELLIGENCE AND ENTERPRISE ACTIVITIES AND CHALLENGES	
•	Radio challenge	137
•	El changing rooms	138
•	Stimulating open spaces	139
•	Web page for new arrivals into your year group	139
•	Change the world on your doorstep – an environmental challenge	140
•	Fundraising challenge for the charity of your choice	141
•	Meaningful words	141
•	Dear agony aunt/uncle page	142
•	Magazine	142
•	Take a shop – what would you do with it?	143
•	Secrets of success	144
•	Marketing campaign for a new product	144
•	Time box	145
•	Alphabet game	146
•	Treasure hunt challenge	146
•	New look design challenge	147
•	Deconstruct and reconstruct challenge	148
•	Dream collages	148
SE	ELF EVALUATION MATRIX	