



1) DESCRIPTION OF THE TOOL

Name of the tool: EI experts

Emotional intelligence is a set of skills that helps you understand, use, and manage your own emotions in positive ways to achieve your goals. It also involves recognizing, understanding, and influencing the emotions of others. This module focuses on using Emotional Intelligence to make effective decisions in the workplace.

Time: 60 minutes

2) OBJECTIVES OF THE TOOL

- Identify how emotions can influence decision-making.
- Develop strategies to manage emotions during the decision-making process.
- Apply Emotional Intelligence to make more informed and objective choices.

3) CONNECTION OF THE TOOL WITH THE SKILL

Decisions are not purely rational or logical. They are influenced by your emotions, biases, values, and goals. Emotions can affect how you perceive information, evaluate alternatives, and implement actions. They can also affect how you communicate and collaborate with others who are involved or affected by your decisions.

Emotions often play a significant role in how we approach and evaluate options. Understanding your emotions and those of others allows you to make well-rounded choices that consider both logic and feelings. Furthermore, EI can help you balance your emotions and reason, and avoid common pitfalls such as impulsivity, procrastination, overconfidence, or confirmation bias.

Using emotional intelligence means being aware of what you are feeling when weighing your choices. It also means being aware of how others will feel based on the decisions you make. Being emotionally intelligent means asking yourself: are my emotions helping or hindering me here? Will other people feel like helping me or hindering me?

Emotional intelligence is the ability to perceive, control, and evaluate emotions – both our own and

SKILL – DECISION MAKING

TOOL - EI EXPERTS

those of others. In the workplace, this translates to a myriad of benefits:

- **Self-regulation:** EI helps individuals manage their emotions, preventing rash decisions and fostering a more measured approach to problem-solving.
- **Empathy:** By understanding colleagues' emotions, EI-equipped professionals can navigate the interpersonal complexities of the workplace with finesse.
- **Leadership:** Managers with high EI can inspire and motivate their teams, leading to better performance and decision-making.

4) RESOURCE MATERIALS

- Whiteboard or flipchart with markers
- Sticky notes
- Handouts with scenarios (optional)

5) HOW TO APPLY THE TOOL

1. Recognize and Label Your Emotions:

The first step in emotional regulation is to become aware of your emotional state. Is it excitement, frustration, or something else?

Acknowledge your emotions and how they might be affecting your judgment. Take the time to identify and label what you are feeling. For example, if you are feeling anxious about a particular decision, acknowledge it and label it as anxiety. By doing this, you can begin to understand the underlying causes of your emotions and address them effectively.

2. Take a Step Back and Breathe:

When faced with a challenging decision, it can be helpful to take a step back and create some distance from the situation. This allows you to gain perspective and view the decision from a more objective standpoint. For instance, if you are feeling angry or frustrated, take a few deep breaths or engage in a calming activity before revisiting the decision-making process. This can help you approach the situation with a clearer mind.

3. Seek Different Perspectives:

Sometimes, seeking support from others can provide valuable insights and perspectives that we may have overlooked. Reach out to trusted friends, family members, or mentors who can offer guidance and support during the decision-making process. They can help you navigate through your emotions

and provide a fresh viewpoint that may lead to better decision outcomes.

4. Consider the Long-Term Impact:

Don't be swayed by immediate emotions. Think about the long-term consequences of your choices and how they might affect yourself and others.

- **Define your objectives:** before you make any strategic decision, you need to have a clear understanding of what you want to achieve and why. What are your goals, values, and priorities? Defining your objectives will help you narrow down your options and focus on the most relevant and feasible ones.
- **Identify alternatives:** you need to generate and compare different alternatives that could help you reach your objectives. The key is to consider a range of possibilities, from the most conservative to the most creative, and assess their pros and cons.
- **Consider the short-term and long-term consequences:** for each alternative, think about how it will affect your situation in the short-term and in the long-term. What are the immediate benefits and costs of each option? What are the potential risks and opportunities of each option? How will they affect your future goals, capabilities, and relationships?

5. Know your values:

A big piece of emotional intelligence is about knowing your values. When confronted with a seemingly tough decision, revisiting your values can make the decision suddenly and almost surprisingly straightforward. Values are like an internal rudder steering us through a life of decisions.

6) WHAT TO LEARN

By understanding how emotions influence decision-making and developing strategies to manage them, you can make more effective and objective choices in the workplace. This can lead to improved problem-solving, better communication with colleagues, and increased job satisfaction.



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