

Personal Mastery & Emotional Intelligence Training



Course Description

This course is intended for all persons working in administration in organizations and individuals who is responsible for presenting information in report format. Learners at this level write/present/sign texts with the complex subject matter and a need for various levels of formality in language and construction. They select text type, subject matter, and language to suit specific audiences, purposes, and contexts.

Target Group

This course is ideal for anyone who wants to make powerful, significant improvements in their lives and work environment through developing a range of tools and techniques for emotional intelligence for an effective and successful personal and work life. This programme is ideal for anyone including Senior and Middle Managers, Heads of Departments, Executive PAs, Office Managers, Office Administrators, Supervisors and Junior Managers.

Learning Outcomes

- Demonstrating knowledge and understanding the principles and concepts of emotional intelligence in respect of life and work relations,
- Analysing the role of emotional intelligence in interpersonal and intrapersonal relationships in life and work situations,
- Analysing the impact of emotional intelligence on life and work interactions, and
- Evaluating own level of emotional intelligence in order to determine development areas.

Learning Delivery Method

This training is an instructor lead virtual or classroom-based training, for minimum group size of ten (10) delegates.

Assessment

Formative and Summative Assessment.

Unit Standard Alignment

SAQA ID	US Title	NQF Level	Credits
252031	Apply the principles and concepts of emotional intelligence to the management of self and others	5	4

Duration

Maximum 2 days

Cost

Prices are provided on request.

All our programmes can be customized to meet the client's need. We remain committed to offer and deliver fit for purpose training.

Accredited by Services Seta

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