I. Emotional Intelligence

 A. What is emotional intelligence?

 B. Personal competencies

 C. Skills in emotional intelligence

 D. Apply EQ/EI Skills

 E. Benefits of emotional intelligence

II. Critical Thinking

 A. What is critical thinking?

 1. Why is it important?

 2. Curiosity

 3. Flexibility

 4. Common Sense

 B. Critical thinking mistakes

 1. Rationalization

 2. Emotional thinking

 3. Biases

 C. Critical thinking with EEE

 1. Examine

 2. Explore

 3. Evaluate

III. Time Management

 A. Setting goals

 B. The Three P’s

 1. Positive

 2. Personal

 3. Possible

 C. Prioritizing your Time

 D. Tackling Procrastination

 E. Delegating Made Easy

 1. When to Delegate

 2. To Whom Should you Delegate?

 3. Keeping Control

IV. Leading Others Through Change

 A. Introduction to Change

 B. What Drives Change?

 C. Why Does Change Fail?

 D. The Four Phases of Change

 E. What helps Change Efforts Succeed?

F. The ACT Model: Asses the Change

G. The ACT Model: Create a Plan

H. The ACT Model: Transition the Change