



EMOTIONAL INTELLIGENCE ID Transfer / Letter of Agreement

OD & Training in Human Resources agrees to facilitate the Emotional Intelligence workshop. The workshop will highlight various aspects of emotional intelligence including:

- Untapped power of emotions
- Managing emotions
- The four step Emotional Intelligence (EI) process
- The five factors of EI
- Personal assessment of the participant's EI
- Application of EI assessment to professional and personal development

Each participant will complete the EISA (Emotional Intelligence Skills Assessment). The materials fee is \$20.00 per student. Participating departments may authorize payment through this interdepartmental transfer authorization, initiated by OD & Training - Human Resources.

Class: _____ Emotional Intelligence _____.

Seminar date(s): _____.

Participant Name: _____.

Department Name: _____.

Account Number: _____.

Special Conditions: _____

Director, Participating Department

Date

Manager, Organization Development & Training -HR

Date