

Video Title: Emotional Intelligence in the Workplace

Target Audience: Senior Executives, Mid-Level employees, and Entry-Level employees, who work closely with others in a corporate or non-profit environment.

Learning Objectives:

1. Identify the 5 core components of Emotional Intelligence.

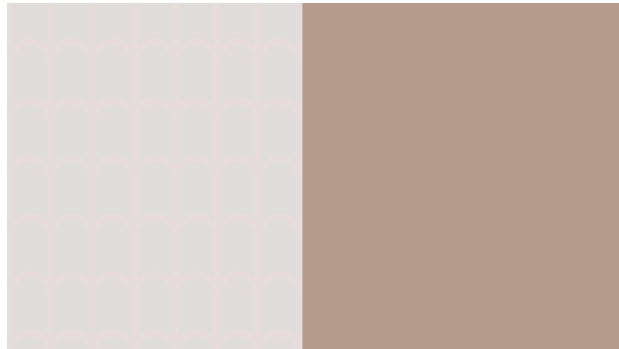
Outline:

- Introduction/Learning Objective
- What is Emotional Intelligence & why it's important
- 5 Components of Emotional Intelligence
 - Self-Awareness
 - Self-Regulation
 - Motivation
 - Empathy
 - Social Skills
- Review/Reflect
- Conclusion/Call to Action

Title Slide



Base Slide



Color Palette:

e3dddc Gainsboro	b79e90 Mushroom
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Seat Time: 3.5 minutes

Directions for Reviewer(s):

- Please focus on accuracy and completeness of the content during this review cycle. “Page breaks” for the online course will be adjusted after the content is edited.
- Reviewer questions/comments should be left using the comment feature in microsoft word/google docs.
- Notes to the reviewer will be written in [text with brackets] and are not actual on-screen text.
- In the left column is the Visuals/Graphic including any on screen text. This will describe or have thumbnails of any provided assets.
- The second column is the Script/Audio. This will have a conversational tone. If it doesn't sound correct, try reading it out loud to see if it does. If not, make changes as needed.
- The third column contains the Programming/Animation Notes that will occur.
- The final column to the right, Comments, will have any questions for reviewers. All questions need to be resolved before programming can begin.

Global Comments:

- Slide dimensions are 16:9 ratio with slide size (1280:720)
- Text in [brackets] will not appear on the slide [or be a part of the script/audio recording]
- ElevenLabs Audio neutral female voice
- Font- Articulate Extrabold size 64 for intro text, size 96 for headings
- Font- Montserrat size 96 for sub-text

1. [Title] Introduction/Learning Objective			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
[1] [Graphic] Title slide [Image] Emotional Intelligence	[1] [Audio] Instrumental background music	[1,2] [Animation] Fade out at the end of audio. [3] [Animation] Fade in and out	• Font- Articulate Extrabold size 64

[2] [Screen Text] [lower third] in the workplace [3] [Graphic] Video of employees arguing in the office. [4] [Image] Employees arguing in the office. [5] [Graphic] Base slide, smaller square on right side [6] [Screen Text] [left] 5 [right] You will be able to identify the five components of emotional intelligence.	[2] Hello and welcome to "Emotional Intelligence in the Workplace." [3,4] Have you ever been in a meeting that derailed because someone couldn't manage their emotions? Maybe it was frustration, sarcasm, or silence. Either way, it's awkward. It happens more often than we think, and emotional intelligence can make all the difference. [5,6] By the end of this video, you will be able to identify the five components of Emotional Intelligence.	[4] [Animation] Fade in, spotlight, zoom in on woman in the center, fade out [5] [Animation] Fade in. Circle reveal [6] [Animation] motion path slides down from above [Animation] Fade out	
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2. [Title] What is Emotional Intelligence & why is it important?			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
[1] [Image] photo of EQ blocks [2] [Graphic] Base slide [3] [Image] [Left side] Photo of EQ blocks [4] [Graphic] [Right side] Square	[1,2,] Emotional intelligence, also known as EQ or emotional quotient, [3,4,5] is your ability to understand and manage your own emotions as well as recognizing and	[1] [Animation] Fade in, fade out [2,3,4] [Animation] Fade in [5] [Animation] Sliding [6] [Animation] Fade in	Font- Articulate Extrabold size 64

[5] [Screen Text] EQ- the ability to understand and manage your emotions Recognize and influence the emotions of others [6] [Graphic] Video of employees talking in an office.	influencing the emotions of others. [6] It's a key skill in today's workplace because it affects communication, conflict resolution, leadership, and team dynamics.		
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3. [Title] 5 Components of Emotional Intelligence			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
[1] [Graphic] Video of countdown from 5 [2] [Graphic] Title slide [3] [Image] Photo of a woman reflecting [4] [Screen Text] [Lower Third] Self-Awareness [5] [Graphic] Base slide [6] [Screen Text][Left] Pause Identify Reflect [7] [Graphic] [Right] Video of a man thinking	[1] There are 5 integral parts of emotional intelligence. [2,3,4,5,] Number one is self-awareness. This refers to recognizing your own emotions and how they impact your thoughts and behavior. Imagine a frustrated employee analyzing their feelings after receiving negative feedback. [6,7] The important part is to pause, identify, and reflect.	[1] [Animation] Fade in [2,3] [Animation] None [4] [Animation] Sliding -right to left [6] Animation] Pop-up timed to audio [7] [Animation] Fade out	- Font- Articulate Extrabold size 96 - Font- Montserrat size 96
[8] [Graphic] Title slide [9] [Image] Photo of a man	[8,9,10] The second component is self-regulation. This is your	[9] [Animation] Fade in, fade out	

with his hands on his chest [10] [Screen Text] [Lower Third] Self-Regulation [11] [Graphic] Base slide [12] [Screen Text][Left] Breathe [13] [Graphic][Right] Video of a woman meditating	ability to manage your emotions, especially in high-pressure situations. [11,12,13]Picture the same employee who is upset due to negative feedback breathing and thinking about how to respond. The key here is to do something that calms you.	[10] [Animation] Sliding -right to left [12] [Animation] Pop- up [13] [Animation] Fade in, fade out	
[14] [Graphic] Title slide [15] [Image] Photo of people climbing a steep hill. [16] [Screen Text] [Lower Third] Motivation [17] [Graphic] Base slide [18] [Screen Text][Left] Stay Positive Keep Going [19] [Graphic] [Right] Video of a man motivating his team [20] [Image] [Right] Photo of a man motivating his team	[14,15,16] Number 3 is motivation. This refers to staying driven to meet goals, even when things get tough. [17,18,19]Think about a salesperson who stays positive after rejection. The main things to remember are to stay positive and keep going.	[15] [Animation] Fade in, fade out [16] [Animation] Sliding -right to left [17] Fade out [18] [Animation] Pop-up [19] [Animation] Fade in, Fade out [20] [Animation] Fade in, Fade out	
[21] [Graphic] Title slide [22] [Image] Photo of a man consoling a co-worker	[20,21,22] The fourth component is empathy. Empathy refers to understanding others'	[21] [Animation] Fade in [22] [Animation] Fadein, Fade out	

[23] [Screen Text] [Lower Third] Empathy [24] [Graphic] Base slide [25] [Screen Text][Left] Think Perspective [26] [Graphic] [Right] Video of a man consoling a co-worker	emotions and perspectives and reacting accordingly. [24,24,25] Picture a team member who notices a colleague is disengaged and checks in. The key here is to think about perspective.	[23] [Animation] Sliding-right to left [25] [Animation] Pop-up [26] [Animation] Fadein, fade out	
[27] [Graphic] Title slide [28] [Image] A manager sitting with his team [29] [Screen Text] [Lower Third] Social Skills [30] [Graphic] Base slide [31] [Screen Text][Left] Listen Collaborate Resolve [32] [Graphic] [Right] Video of a manager talking to employees	[26,27,28] The fifth and final component is social skills. This is the ability to build positive relationships and manage conflict respectfully. [29,30,31] Imagine a team leader who diffuses a disagreement between team members. Good social skills allow you to listen, collaborate, and resolve problems.	[27] [Animation] Fade in [28] [Animation] Fade in, fade out [29] [Animation] Sliding-right to left [30] [Animation] Fade out [31] [Animation] Pop-up [32] [Animation] Fade in, fade out	

4. [Title] Review & Reflect			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
[1] [Graphic] Video of employees talking in an office.	[1]Now let's review what you've learned. There are 5	[1] [Animation] Fade in, fade out	Font- Montserrat size 64

[2] [Graphic] Base Slide [3] [Image][Left] Photo of EQ blocks [4] [Screen Text] [Right] Self-Awareness Self-Regulation Motivation Empathy Social Skills [5] [Graphic] Video of a woman pointing forward	parts of emotional intelligence, all of which equate to your[2,3,4] EQ. These components are self-awareness, self-regulation, motivation, empathy, and social skills. [5] Which of these do you already use, and which could use a boost?	[2] [Animation] Fade in, fade out [3] [Animation] Fade in, fade out [4] Text timed to audio [5] [Animation] Fade in, Fade out	
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5. [Title] Conclusion/Call to Action			
Visuals/Graphic	Script/Audio	Programming/Animation Notes	Comments
[1] [Graphic] Video of employees arguing in the office [2] [Graphic] Video of a man thinking [3] [Graphic] Video of a woman meditating [4] [Graphic] Video of a man motivating his team [5] [Graphic] Video of a man consoling a co-worker	[1]Now that you can identify the important parts of emotional intelligence, it's time to put them into action. In the next video, we will discuss how to manage emotional triggers in real time. Until then, be aware of how emotions show up in your day—you might be surprised.	[1] [Animation] Fade in [7] [Animation] Fade out [8,9,10] Fade in [11] [Animation] Explode	

[6] [Graphic] Video of a manager talking to employees

[7] [Graphic] Video of people huddled together

[8] [Graphic] Title slide

[9] [Image] [Middle] Photo of emotional intelligence

[10] [Screen Text] [Lower Third] In the workplace

[11] [Screen Text] Thank you for watching!

