

ASSESSING YOUR RELATIONSHIP MANAGEMENT EQ CHECKLIST

This checklist provides you with a quick and easy way to assess this particular aspect of emotional intelligence, (your EQ). To develop your EQ you need to know your current level of its two components personal and social competence and how it compares to that required of your role.

Personal Competence – self-awareness and self-management

Social Competence – social awareness and relationship management

Once you have this identified your current level of each competency and you can decide the best way you can achieve the level you require for your current or a future role. The final part of your EQ is related to competency in relationship management both in your personal life or work role. You need to develop your ability to read the emotional environment and power relationships you encounter in your role.

This final aspect of EQ means you use your awareness of your own and others emotions to build strong, effective and lasting relationships. It is this part of your EQ that enables you to succeed in inspiring other people and helping them to reach their full potential. The competencies identified for an individual to operate at a high-level of relationship management are:

- Influence
- Leadership
- Developing others
- Communication
- Change Catalyst
- Conflict Management
- Building Bonds
- Teamwork & Collaboration

Before filling in this checklist think of two or three different events that you can use to assess your competency level of relationship management. Then using these events answer each question or statement and assign a level of competency.

Influence

	POOR	OK	GOOD	EXCEL
How well are you able to win-over and persuade others?				
Can you build consensus through persuasion?				
Are you someone who presents a clear case?				
Do you offer support to and gain the support of others?				
Are you trustworthy?				

Leadership				
	POOR	OK	GOOD	EXCEL
<p>Your team is willing to follow your lead?</p> <p>Your team members wan to work with you to attain goals?</p> <p>Do you lead by the example you display?</p> <p>Can & do you Inspire others to achieve goals?</p> <p>Can you inspire others to accept and work towards a vision?</p> <p>Do you truly delegate tasks & accountability?</p>				
Developing others				
	POOR	OK	GOOD	EXCEL
<p>Are you able to observe when an individual in your team needs to be challenged?</p> <p>Can you provide opportunities to fully develop individual team members?</p> <p>Are you able to recognize & reward a person's accomplishments?</p> <p>Can you identify & develop an individual's strengths?</p> <p>Do you frequently challenge & offer new opportunities to your team?</p> <p>Do you provide constructive feedback to aid individual's development?</p>				
Communication				
	POOR	OK	GOOD	EXCEL
<p>Would you describe you communications as:</p> <ul style="list-style-type: none"> - Persuasive? - Is it well presented? - Is your argument or viewpoint objective? <p>Can you with little conscious effort adapt to the emotional context of an exchange?</p> <p>During a communication to you remain focus on attaining the objective by acknowledging others views & beliefs?</p>				

Communication cont.				
	POOR	OK	GOOD	EXCEL
<p>Can you easily demonstrate your empathy with the views & beliefs of others?</p> <p>Are you truly able to express your appreciation of another's view or problem?</p>				
Change Catalyst				
	POOR	OK	GOOD	EXCEL
<p>Are you a person that seeks out new ideas & approaches to attaining objective?</p> <p>Do you promote an environment that allows goals to be attained by initiating new ideas & lines of attack?</p> <p>Are you someone who does not hesitate to challenge the established way things are done?</p> <p>Can you recognize when barriers to change exist?</p> <p>Are you an individual that seeks out resolutions till the barrier is removed?</p> <p>Would you say that you act as a champion for change?</p>				
Conflict Management				
	POOR	OK	GOOD	EXCEL
<p>Are you able to ability to recognize areas of conflict?</p> <p>Can you do your utmost to prevent conflict situations?</p> <p>Do you manage areas of conflict to a positive resolution?</p> <p>Are you able to meet potential or actual conflict from a point of knowledge and strength?</p> <p>Are you able to accurately read underlying emotions within groups?</p> <p>Are you someone who in a situation of conflict that can retain their:</p> <ul style="list-style-type: none"> - Open-mindedness - Willingness to embrace different perspectives - Persist till a satisfactory resolution is found? 				

Building Bonds

	POOR	OK	GOOD	EXCEL
Are you able to build a wide variety of mutually beneficial relationships?				
Would you describe yourself as widely respected?				
Do you consider that you are widely liked by your: <ul style="list-style-type: none">- Colleagues- Co-workers- Peers?				
Do you cultivate a broad personal network that incorporates colleagues, professionals, contacts & friends?				
Are you someone who keeps others appropriately informed during events?				

Teamwork & Collaboration

	POOR	OK	GOOD	EXCEL
Do you have a natural aptitude in creating a cohesive team?				
Do you ensure any objective or task is clearly defined?				
Are you someone who makes sure that everyone understands a goal or task?				
Does your behavior encourage others to adopt & display the same attributes as you do?				
Are you able to show others that you value all contributions?				

NOTE:

The 'high level' descriptions used in this checklist may need to be adjusted to suit the unique attributes of your role and organization.