**JCL Talent, Inc.**

**Tips for Job Seekers**

**Are you emotionally intelligent in the workplace?**

Emotional intelligence is a key factor in career success and it often impacts opportunity for career advancement. People with high emotional intelligence make better leaders and team members.

Emotional intelligence in the workplace is your ability to

* Be aware of your own emotions
* Control how you express emotion to others on the job
* Understand how other people at work feel so you can work with them more effectively

**The importance of emotional intelligence**

Emotional intelligence is helpful in any job or industry, but it is especially valuable for professionals who interact with a wide variety people in the workplace. Managers must not only work on their own emotional intelligence but also help to enhance the emotional intelligence of their staff.

Emotional intelligence is a key consideration when evaluating job candidates. People with high emotional intelligence make good leaders who can influence people and gain more responsibility.

**How to build emotional intelligence**

Here are strategies you can use to help improve your emotional intelligence at work:

1. Become aware of how you come across to other people, particularly during peak times of stress and frustration.
2. Think before you react to avoid emotional outbursts. Sometimes it helps to walk away from a situation to regain your composure.
3. Be aware that your co-workers depend on you for inspiration. Start each day in a good mood and motivate others by recognizing their strengths and providing them with the resources they need.
4. Be a better listener. Avoid interrupting and tune in to what someone is saying before you speak. Really listening allows you to empathize with the feelings and viewpoints of people in the workplace.
5. Improve your social skills. Use communication skills to manage difficult conversations, be proactive about resolving conflicts, and maintain a friendly demeanor with other people in your workplace.

**For more detailed information**

Contact Your Name for more detailed information. To read other tips for job seekers, visit JCL Talent on the Web at www.jcltalent.com.