

Emotional Intelligence in the Workplace

Module 1: 4 Types of Emotional Intelligence in the Workplace

Designed and developed by Holly Croxall

Target Audience: ALL mid-level managers at Company Z in varied locations throughout the US

Learning Objectives:

At the end of module 1, learners will be able to:

1. *Define* emotional intelligence (EQ)
2. *Identify* the 4 types of emotional intelligence in the workplace

Seat Time: 20 minutes

Outline:

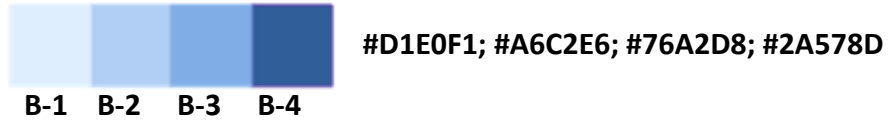
- Welcome / Navigation
- Course Overview
- Course Objectives
- Overview of intelligent quotient (IQ) and emotional intelligence (EQ)
- Scenario Introduction
- Definition of emotional intelligence
 - Knowledge check
- Identify the 4 types of emotional intelligence
 - Scenarios
 - Knowledge check
- Course review
- Final assessment
- Congratulations

Font:

- Arial; **BOLD**- titles/headings
- Arial; Normal- On-screen text

Suggested Color Palette:

- Labeled reference and Hex codes:



- Text color will be white or black.

Directions for Reviewer:

- Column **[1]** is Visual/Display
- Column **[2]** is Slide Text
 - This is the on-screen text
 - Capitalization, etc. is important here
- Column **[3]** is Narration/Voiceover (VO)
 - This is strictly for audio narrator/voiceover, NOT on-screen text
 - Do not be concerned with capitalization, etc.
- Column **[4]** is Animation/Interaction
- Focus on ACCURACY and COMPLETION of course content
- Please provide:
 - Very **specific, written feedback** by using Track Changes to comment
 - Include recommendations for additions, deletions and/or modifications
 - Feedback on suggested color palette

Suggested Slide Layout:






Notes for Developer:

- Column **[1]** is Visual/Display
- Column **[2]** is Slide Text
 - This is the on-screen text
 - Capitalization, etc. is important here
- Column **[3]** is Narration/Voiceover (VO)
 - This is strictly for audio narrator/voiceover, NOT on-screen text
 - Do not be concerned with capitalization, etc.
- Column **[4]** is Animation/Interaction
- Text in **[brackets]** should NOT appear on the slide OR be recorded in voiceover (VO)
- Slide dimensions are 16:9 ratio with slide size; 1280:720
- Slide numbers with letters (e.g. 1.8a) indicate layers for corresponding slide number
- Seek bar visible and controllable for learner on ALL slides and layers
- Menu is “free”
- Use CLASSIC player in Storyline, player shows MENU on left
- Final graded assessment; answers will be colored as such **CORRECT** or **INCORRECT** for reference ONLY

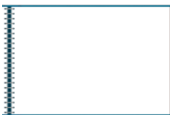
Module Resources/References:

[Emotional intelligence in the workplace: Why it matters and how to build it](#)

Scene 1			
Slide: # 1.1		Menu Title: Welcome	
Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]
<p>-Background Image: Stock photo of diverse corporate employees meeting with color B-4 semi-transparent overlay</p>  <p>-Custom Buttons: White, bold letters, center alignment for [2] START COURSE and [1] NAVIGATION TUTORIAL, w/states as follows:</p> <ul style="list-style-type: none"> • <i>Initial:</i> color B-4, w/ bottom left hand corner inner shadow • <i>Hovering:</i> color O-2 <p>-Slide/Course Title: white, bold letters, left alignment, set in color B-4 vertical rectangle on left side of slide overlaying the background image w/ color O-2 vertical line to border the right side of color B-4 vertical rectangle</p>	<p>[Slide/Course Title] 4 Types of Emotional Intelligence in the Workplace</p> <p>[Custom Buttons] Start Course</p> <p>Navigation Tutorial</p>	<p>Welcome to four types of emotional intelligence in the workplace.</p> <p>If you would like to know how to navigate your way through the course, [1] select the navigation tutorial button.</p> <p>If you're ready to begin, [2] select the start course button.</p>	<p>-When timeline begins, bring in transparent overlay & title with animation</p> <p>- 0.5 second after timeline begins on the slide, narration starts</p> <p>- If the 'Navigation Tutorial' button is selected, learner will go to <u>Slide # 1.2 Navigating the course</u></p> <p>-If the 'Start Course' button is selected, learner will go to <u>Slide # 1.3 Course Overview</u></p>
Notes: -Hide the NEXT and PREVIOUS buttons since the learner will use the on-screen buttons to move forward			

Slide: # 1.2		Menu Title: Course Navigation	
Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]
<p>-Background/Title/Character: Suggested slide layout</p>  <p>-Custom Arrow Icon: Use arrows for directing navigation buttons on player.</p> 	<p>[Slide Title] How do I navigate this course?</p>	<p>How do I navigate this course? Unless instructed otherwise, you will follow these navigation directions.</p> <p>You will use the [1] PREVIOUS and NEXT buttons to move forward in the course or to re-visit the previous slide.</p> <p>The [2] VOLUME button is here for you to adjust to your liking.</p> <p>Select the [3] REPLAY button to review the slide.</p> <p>The [4] SEEK BAR is here for you to slide right or left depending on where you would like to go in the slide.</p> <p>Select the [5] PLAY and PAUSE button to pause and restart the course.</p> <p>Use the [6] MENU to go to different parts in the course.</p> <p>And this is where you will find [7] RESOURCES for the course.</p> <p>Ready to start? Select the [8] NEXT button to continue</p>	<p>- 0.5 second after timeline begins on the slide, narration starts</p> <p>-When slide begins, using animation, fade in Background/Title/Character</p> <p>-Bring in <i>custom arrow icons</i> by wiping down and in line with narrations as follows:</p> <ol style="list-style-type: none"> 1. PREVIOUS and NEXT 2. VOLUME 3. REPLAY 4. SEEK BAR 5. PLAY and PAUSE 6. MENU 7. RESOURCES 8. NEXT <p>-NEXT arrow #8 make orange and slightly larger. Have arrows #1-7 disappear before bring in #8</p>
Notes: -Show all navigation buttons since the learner will need to reference them with arrows during tutorial			


Slide # 1.3		Menu Title: Course Overview	
Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]

<p>-Slide Background/Title: Refer to the <i>suggested slide layout</i> in notes above Include blank spiral notebook to display slide text</p>  <p>-Custom Bullet Points w/ Text: Create custom bullet points for text as follows:</p> <ul style="list-style-type: none"> ▪ [1] eight mini-courses to improve emotional intelligence ▪ [2] first out of eight courses ▪ [3] 20 minutes to complete <p>-Directions; NEXT button: Black, bolded, italicized [4] ‘Select the NEXT button to continue.’, placed in lower right-hand corner of slide so as to be by the NEXT button</p>	<p>[Slide Title] Course Overview</p> <p>[Custom Bullet Points w/ Text]</p> <ul style="list-style-type: none"> ▪ eight mini-courses to improve emotional intelligence ▪ first out of eight courses ▪ 20 minutes to complete <p>[Directions] <i>Select the NEXT button to continue.</i></p>	<p>As part of Company Z’s Emotional Intelligence program, you will complete [1] eight mini courses to help you improve your emotional intelligence in the workplace.</p> <p>[2] This is the first out of eight courses, and [3] it should take you about 20 minutes to complete.</p> <p>So, let’s get started.</p> <p>[4] Select the NEXT button to continue.</p>	<p>-When timeline begins, bring in title with animation</p> <p>- 0.5 second after timeline begins on the slide, narration starts</p>
<p>Notes: -When slide begins change the state of ‘select the NEXT button to continue’ to hidden then to normal following narration.</p>			

Slide # 1.4 BASE LAYER	Menu Title: Course Objectives		
Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]
<p>-Slide Background/Title: <i>Refer to the suggested slide layout in notes above</i></p>	<p>[Slide Title] Course Objectives</p>	<p>After taking this course, you will be able to:</p>	<p>-When timeline begins, bring in title with animation</p> <p>- 0.5 second after timeline begins on the slide, narration starts</p>
<p>Notes: -When slide begins change the state of ‘select the NEXT button to continue’ to hidden then to normal following narration.</p>			

Slide # 1.4a	Menu Title: Course Objectives		
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Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]
-BASE layer is visible on this layer -Add a post-it/bulletin board note to display [1] Objective # 1	[Slide Title] Course Objectives [Objective 1] Define emotional intelligence (EQ)	Number one, [1] Define emotional intelligence.	

Slide # 1.4b		Menu Title: Course Objectives	
Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]
-BASE layer is visible on this layer -Layer 1.4a is visible on this layer -Add a post-it/bulletin board note to display [2] Objective # 2 on other side of screen  -Directions; NEXT button: [3] Refer to Slide #1.3	[Slide Title] Course Objectives [Objective 1] Define emotional intelligence (EQ) [Objective 2] Identify the 4 Types of Emotional Intelligence (EQ) [Directions] <i>Select the NEXT button to continue.</i>	And, number two, [2] identify the four types of emotional intelligence. [3] When you're ready, select the NEXT button to continue.	

Slide # 1.5 BASE LAYER		Menu Title: Intelligence/Emotional Quotient	
Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]
-Background: Stock photo of brain -Slide Title: White, bold, large font 'Intelligence Quotient (IQ)' displayed across top of slide, center aligned -Slide Text:	[Slide Title] Intelligence Quotient (IQ) [Slide Text] IQ	[1] I'm sure you are no stranger to and have heard many times the [2] acronym I.Q., [3] also known as, [4] Intelligence Quotient.	-When timeline begins, bring in background pic & title with animation - 0.5 second after timeline begins on the slide, narration starts -Based on narration;



Black, bold, large font the acronym 'IQ' to fit in center of brain pic/slide			<p>Slowly zoom in from center to fit entire slide:</p> <ol style="list-style-type: none"> 1. Background <p>Grow in from bottom:</p> <ol style="list-style-type: none"> 2. Slide text; 'IQ' <p>Fade in from top:</p> <ol style="list-style-type: none"> 3. Slide title; 'Intelligence Quotient (IQ)' <p>-Based on narration; Exit on timeline; 4.Slide text; 'IQ'</p>
Notes: -When slide begins change the state of ' <i>select the NEXT button to continue</i> ' to hidden then to normal following narration.			
Slide # 1.5a		Menu Title: Intelligence/Emotional Quotient	
Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]
<p>-Background: One stock photo showing on one side a brain w/ IQ, then on other side a brain w/ EQ <u>OR</u> 2 separate pics of each above put together (this will stay for background for slide #1.15a & b)</p> <p>Cover EQ side w/ color B-2/3 rectangle (IQ photo is the only one showing), slide title at top of this half of slide (this will stay for slide #1.15a & b)</p> <p>-Slide Title: White, bold letters, center alignment, set in color B-4, w/ bottom left hand corner inner shadow, horizontal rectangle extending across top right half ONLY of slide</p>	<p>[Slide Title] Intelligence Quotient</p> <p>[Slide Text]</p> <ul style="list-style-type: none"> ▪ IQ = cognitive ability ▪ high IQ = high value 	<p>[5] Intelligence Quotient or I.Q. [6] refers to a person's cognitive ability. A [7] high I.Q. can prove to be very beneficial.</p>	<p>-Based on narration; Fade in from top:</p> <ol style="list-style-type: none"> 5. Slide title <p>Wipe in from left:</p> <ol style="list-style-type: none"> 6. Slide text; <p>Wipe in from left:</p> <ol style="list-style-type: none"> 7. Slide text

<p>-Slide text: Below text will have Custom Bullet Points to match (created in) Slide # 1.3;</p> <p>White text, on right half of slide center aligned to that half;</p> <ul style="list-style-type: none"> ▪ IQ = cognitive ability <p>White text, on right half of slide, center aligned underneath bullet point/text above;</p> <ul style="list-style-type: none"> ▪ high IQ = high value 			
Slide # 1.5b Menu Title: Intelligence/Emotional Quotient			
Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]
<p>-Background: <i>Refer to Slide # 1.5a</i></p> <p>Cover IQ side (left) w/ stock photo of a heart (only thing showing on left half of slide), slide title at top of this half of slide only</p> <p>Cover EQ side (right) w/ color B-2/3 rectangle (IQ photo is the only one showing), <u>NO</u> slide title at top of this half of slide (this will stay for slide #1.15a & b)</p> <p>-Slide Title: White, bold letters, center alignment, set in color B-4, w/ bottom left hand corner inner shadow, horizontal rectangle extending across top left half ONLY of slide (stock photo of heart)</p>	<p>[Slide Title] Emotional Intelligence</p> <p>[Slide Text] EQ in the workplace = SUCCESS for everyone</p> <p>[Directions] Select the NEXT button to continue.</p>	<p>However, corporations are finding Emotional Intelligence, or [8] E.Q. to be just as important, [9-12] if not more important, to an individual, a team and a company's success.</p> <p>Now, let's take a closer look at what emotional intelligence is.</p> <p>[13] Select the NEXT button to continue.</p>	<p>-Based on narration; Fade in from right:</p> <p>8. Stock photo of heart</p> <p>Wipe in from top, separately, one at a time, one right after the other ('for everyone' should complete animation by end of narration):</p> <p>9. EQ 10. in the workplace = 11. SUCCESS 12. for everyone</p>

-Slide Text: Black, bold text, center aligned; EQ in the workplace = SUCCESS for everyone -Directions; NEXT button: [13] Refer to Slide #1.3			
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Scene 2			
Slide # 2.1		Menu Title: Scenario Introduction	
Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]
-Slide Title: -Background: white, set under 'Slide Title' above w/ matching icon chosen for slide # 1.15a (resize to fit in title rectangle) centered in rectangle on the right- hand side of slide	[Slide Title]		
Notes:			

Slide # 2.2		Menu Title: What is Emotional Intelligence (EQ)?		Objective: # 1
Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]	
-Slide Background/Title: Refer to the <i>suggested slide layout</i> in notes above -Custom Button: Create a rectangle button w/ color B-4 fill w/ bottom left hand corner inner shadow, white, bold, center aligned text;	[Slide Title] What is Emotional Intelligence (EQ)? [Custom Button] YOU [Custom Button] OTHERS	What is Emotional intelligence? To help you understand this term better, [1] let's break the definition up into two parts; [2] YOU [3] OTHERS	-When timeline begins, bring in title with animation - 0.5 second after timeline begins on the slide, narration starts -Based on narration;	

<p>[2] YOU [3] OTHERS</p> <p>-Icon: Single person to represent 'YOU'</p>  <p>-Icon: Multiple people to represent 'OTHERS'</p>  <p>-Directions; NEXT button: [4] Refer to Slide #1.3</p>	<p>[Directions] Select the NEXT button to continue.</p>	<p>[4] Select the NEXT button to continue.</p>	<p>Spin & Grow, 2 full turns ending in middle of slide: 1. color O-2 vertical line</p>
<p>Notes: -When slide begins change the state of 'select the NEXT button to continue' to hidden then to normal following narration.</p>			




Slide #	Menu Title: What is Emotional Intelligence (EQ)?		Objective: # 1
Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]
Notes:			

Slide #	Menu Title: What is EQ?		Objective: # 1
Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]
Notes:			

Slide # 1.7	BASE LAYER	Menu Title: YOU and Emotional Intelligence		Objective: # 1
Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]	

<p>-Background: Same as slide # 1.6</p> <p>-Slide Title: Same as slide # 1.6</p> <p>-Custom Button w/ Text: Same as in slide # 1.6a, but include states;</p> <ul style="list-style-type: none"> • Initial: as in # 1.6a • Hover: color O-2, white text • Visited: patterned/textured white background w/ dark grey text <p>-Icon: Same as slide # 1.6a (single)</p> <p>-Directions: Black, bolded, italicized, 'Click on the YOU button above to learn more.' placed on left side of slide center aligned underneath 'YOU' button</p>	<p>[Slide Title] What is Emotional Intelligence (EQ)?</p> <p>[Slide Text on Button] YOU</p> <p>[Directions] <i>Click on the YOU button above to learn more.</i></p>	<p>Let's take a look at the first part of the definition which includes YOU. [1] Click on the YOU button to learn more.</p>	<p>-When timeline begins on the slide, narration starts</p> <p>-When timeline begins, fade in from left, icon 'YOU'</p> <p>-Based on narration/timeline; Bring in 'Directions':</p> <ol style="list-style-type: none"> 1. <i>Click on the YOU button above to learn more.</i> <p>-Learner clicks on 'YOU' button to move forward</p>
<p>Notes: -When slide begins change the state of 'select the NEXT button to continue.' to hidden.</p>			

Slide # 1.7a	Menu Title: YOU and Emotional Intelligence		Objective: # 1
Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]
-BASE layer will be visible on this layer	<p>[Slide Title] What is Emotional Intelligence (EQ)?</p>	<p>It is important for you to be able to, [2] IDENTIFY, [3] UNDERSTAND, and [4] MANAGE YOUR OWN EMOTIONS.</p>	<p>-Based on narration and timeline, bring in icons and rectangles together:</p>



<p>-Right half of slide will show icons that represent identify, understand, and manage that will be color B-4 rectangle w/ color O-2 border w/ an outer bottom left shadow, as shown below:</p> <div>  <div>IDENTIFY</div> </div> <div>  <div>UNDERSTAND</div> </div> <div>  <div>MANAGE</div> </div> <p>-Slide Text: White, bold, capitalized text centered inside rectangles</p>	<p>[Slide Text]</p> <p>IDENTIFY</p> <p>UNDERSTAND</p> <p>MANAGE</p>	<p>2. Identify</p> <p>3. Understand</p> <p>4. Manage</p>
Notes:		

Slide # 1.7b		Menu Title: YOU and Emotional Intelligence		Objective: # 1			
Visual / Display:	[1]	Slide Text:	[2]	Narration / Voiceover:	[3]	Animation / Interaction:	[4]
-BASE layer will be visible on this layer		[Slide Title] What is Emotional Intelligence (EQ)?		While being aware of one’s emotions may be natural for some people more than others, it is still a skill that can be acquired given the time.		-Change state of ‘ <i>Select the NEXT button to continue</i> ’ from hidden to normal:	
-Layer 1.17a will be visible on this layer		[Directions]				2. <i>Select the NEXT button to continue.</i>	

-Directions: Black, bolded, italicized, ' <i>Select the NEXT button to continue.</i> ' placed in lower right-hand corner of slide so as to be by the NEXT button	Select the NEXT button to continue.	Let's take a look at the second part in defining emotional intelligence. [5] Select the NEXT button to continue.	
Notes:			

Slide # 1.8 BASE LAYER Menu Title: OTHERS and Emotional Intelligence				Objective: # 1			
Visual / Display:	[1]	Slide Text:	[2]	Narration / Voiceover:	[3]	Animation / Interaction:	[4]
<p>-Background: Same as slide # 1.6</p> <p>-Slide Title: Same as slide # 1.6</p> <p>-Custom Button w/ Text: Same as in slide # 1.6a, but include states;</p> <ul style="list-style-type: none">• Initial: as in # 1.6a• Hover: color O-2, white text• Visited: patterned/textured white background w/ dark grey text <p>-Icon: Same as slide # 1.6a (multiple)</p> <p>-Directions: Black, bolded, italicized, ‘Click on the OTHERS button below to learn more.’ placed on left side of slide center aligned on top of ‘OTHERS’ button</p>		<p>[Slide Title] What is Emotional Intelligence (EQ)?</p> <p>[Slide Text on Button] OTHERS</p> <p>[Directions] <i>Click on the OTHERS button below to learn more.</i></p>		<p>OTHERS.</p> <p>[1] Click on the OTHERS button to learn more.</p>		<p>-When timeline begins on the slide, narration starts</p> <p>-When timeline begins, fade in from left, icon ‘OTHERS’</p> <p>-Based on narration/timeline; Bring in ‘Directions’:</p> <ol style="list-style-type: none">1. <i>Click on the OTHERS button below to learn more.</i> <p>-Learner clicks on ‘OTHERS’ button to move forward</p>	

Notes: -When slide begins change the state of 'select the NEXT button to continue.' to hidden.

Slide #1.8a		Menu Title: OTHERS and Emotional Intelligence		Objective: # 1
Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]	
<p>-BASE layer will be visible on this layer</p> <p>-Right half of slide will show icons that represent identify and decipher that will be color B-4 rectangle w/ color O-2 border w/ an outer bottom left shadow, as shown below:</p> <div></div> <p>-Slide Text: White, bold, capitalized text centered inside rectangle</p>	<p>[Slide Title] What is Emotional Intelligence (EQ)?</p> <p>[Slide Text] IDENTIFY DECIPHER</p>	<p>It's also important for you [2] to IDENTIFY and [3] be able to DECIPHER what OTHERS may be feeling.</p>	<p>-Based on narration and timeline, bring in icons and rectangles together:</p> <ol style="list-style-type: none">IdentifyDecipher	
Notes:				

Slide # 1.8b		Menu Title: OTHERS and Emotional Intelligence		Objective: # 1
Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]	
<p>-BASE layer will be visible on this layer</p>	<p>[Slide Title] What is Emotional Intelligence (EQ)?</p>	<p>Whether you work in-person or remotely, you most likely still work with others.</p>	<p>-Change state of 'Select the NEXT button to continue' from hidden to normal:</p>	

-Layer 1.8a will be visible on this layer -Directions: Black, bolded, italicized, ' <i>Select the NEXT button to continue.</i> ' placed in lower right-hand corner of slide so as to be by the NEXT button	[Directions] <i>Select the NEXT button to continue.</i>	Emotional Intelligence plays a crucial part in collaborating with and, working well with others. [4] Select the NEXT button to continue.	1. <i>Select the NEXT button to continue.</i>
Notes:			

Slide # 1.9		Menu Title: Emotional Intelligence Definition		Objective: # 1
Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]	
-Background/Slide Title: Refer to the <i>suggested slide layout</i> in notes above -Slide Text: Create rectangles for following words and follow narration to complete the definition. [1] YOUR own emotions [2] emotions of OTHERS [3] IDENTIFY [4] UNDERSTAND [5] MANAGE [6] IDENTIFY [7] DECIPHER -Directions; NEXT button: [8] Refer to Slide #1.3	[Slide Title] Emotional Intelligence (EQ) is... [Slide Text] ...having the skill to: [Rectangle] IDENTIFY [Rectangle] UNDERSTAND [Rectangle] MANAGE [Rectangle] YOUR own emotions [Slide Text] ...AND to: [Rectangle] IDENTIFY	[1,2] Now that we have put those 2 parts together, we have a complete definition. Emotional Intelligence or E.Q. is having the skill to [3] identify, [4] understand and [5] manage your own emotions, as well as, to [6] identify and [7] decipher the emotions of others. Now, let's see what you remember. [8] Select the NEXT button to continue.	-When timeline begins, bring in title with animation - 0.5 second after timeline begins on the slide, narration starts	

	<p>[Rectangle] DECIPHER</p> <p>[Rectangle] Emotions of OTHERS</p> <p>[Directions] <i>Select the NEXT button to continue.</i></p>		
Notes: - When slide begins change the state of 'select the NEXT button to continue' to hidden then to normal following narration.			

Slide # 2.6 BASE LAYER		Menu Title: Knowledge Check MC		Objective: # 1
Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]	
<p>-Slide Title: White, bold text, left alignment, set in color B-4, w/ bottom left hand corner inner shadow, horizontal shape rectangle extending across entire top of slide</p> <p>Center-aligned extending almost the entire width of the slide, an O-1 filled rectangle w/ O-2 outline around rectangle, B-4 bold text, center aligned w/in rectangle, "Which of the following is the correct definition of emotional intelligence?"</p> <p>Underneath O-1 rectangle w/ question, place multiple choice answers to choose from as follows:</p> <ul style="list-style-type: none"> Emotional intelligence is to be aware of every type of emotion that everyone feels. 	<p>[Slide Title] What do you remember?</p>	<p>You have learned what EMOTIONAL INTELLIGENCE means. Click on the circle next to the correct answer. Which of the following is the correct definition of emotional intelligence?</p>	<p>-When timeline begins on the slide, narration starts</p> <p>-Everything appears on screen on the slide when the timeline begins on the slide</p> <p>-On own time, the learner will click on the circle corresponding with the correct answer.</p>	

<ul style="list-style-type: none"> Emotional intelligence is having the skill to identify, understand and manage your own emotions, as well as, to identify and decipher the emotions of others. Emotional intelligence is having the ability to know when others are faking their feelings or being genuine. Emotional intelligence is causing a scene in the workplace when your boss chooses your colleague's idea over yours. 			
Notes:			

Slide # 2.6a Menu Title: Knowledge Check MC			Objective: # 1
Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]
<p>-BASE layer is visible on this layer</p> <p>-Built-in light grey colored feedback box, with “CORRECT” center-aligned at the top of box in green, bold, capitalized text, center-aligned underneath “CORRECT”, in black text, “Nice job at defining emotional intelligence!”</p> <p>-Custom Button: Inside grey box, underneath black text, in color B-4 w/ white text, “Continue”, when hovering, the</p>	<p>[Slide Text] CORRECT</p> <p>[Slide Text] Nice Job at defining emotional intelligence!</p> <p>[Custom Button] Continue</p>	<p>You're right!</p> <p>Emotional intelligence is having the skill to identify, understand and manage your own emotions, as well as, to identify and decipher the emotions of others.</p> <p>Okay.</p> <p>Let's move on.</p> <p>[1] Select the CONTINUE button.</p>	<p>-Box and text appear on screen when timeline on slide begins</p> <p>-Based on narration; 'Custom Button' will appear:</p> <ol style="list-style-type: none"> Continue <p>-Learner will click 'Custom Button' to move forward</p>

continue button will change to color O-2			
Notes:			

Slide # 2.6b Menu Title: Knowledge Check MC			Objective: # 1
Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]
<p>-Feedback: At the top of the slide, black text, except for red, bold, capitalized, INCORRECT: “Good try. However, that is INCORRECT. Take a minute to look over the correct definition below. When you are ready to move on, <i>select CONTINUE</i>.”</p> <p>-Slide Text: Once BASE layer has been built, take a screen shot w/ correct answer selected AND highlighted in color B-1, outline screenshot in color B-4</p> <p>-Custom Button: Bottom right corner will have the “Continue” button (same button from “CORRECT” layer)</p>	<p>[Feedback] Good try. However, that is INCORRECT. Take a minute to look over the correct definition below. When you are ready to move on, <i>select CONTINUE</i>.</p> <p>[Slide Text/Screenshot] “Which of the following is the correct definition of emotional intelligence?”</p> <ul style="list-style-type: none"> • Emotional intelligence is to be aware of every type of emotion that everyone feels. • Emotional intelligence is having the skill to identify, understand and manage your own emotions, as well as, to identify and 	<p>Good try. However, that is INCORRECT. Take a minute to look over the correct definition below. When you are ready to move on, [2] select CONTINUE.</p>	<p>-Feedback and screenshot appear on screen when timeline begins</p> <p>-Based on narration; ‘Custom Button’ will appear: 2. Continue</p> <p>-Learner will click ‘Custom Button’ to move forward</p>

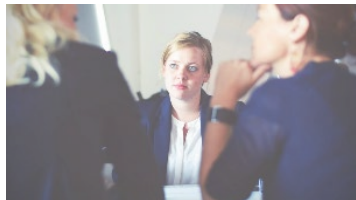
	<p>decipher the emotions of others.</p> <ul style="list-style-type: none"> Emotional intelligence is having the ability to know when others are faking their feelings or being genuine. Emotional intelligence is causing a scene in the workplace when your boss chooses your colleague's idea over yours. <p>[Custom Button] Continue</p>		
Notes:			

Slide # 2.7 BASE LAYER		Menu Title: What Does it Take to Have Emotional Intelligence (EQ)?		Objective: # 2
Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]	
<p>-Background/Slide Title: Refer to the <i>suggested slide layout</i> in notes above</p> <p>-Boxes (x4): Create boxes, arranged horizontally; SELF-AWARENESS- color B-1</p>	<p>[Slide Title] What does it take to have EQ?</p> <p>[Slide Text]</p>	<p>[1, 2, 3, 7] Now that [4] you have learned what [5] emotional intelligence means, [6] let's learn about what it takes to have it.</p> <p>Click on each box below to learn more about the four types.</p>	<p>-When timeline begins, bring in title with animation</p> <p>- 0.5 second after timeline begins on the slide, narration starts</p>	

<p>SELF-MANAGEMENT- color B-2 SOCIAL AWARENESS- color B-3 RELATIONSHIP MANAGEMENT- color B-4</p> <p>Boxes have states as follows:</p> <ul style="list-style-type: none"> Initial: as above Hover: color O-2 Visited: patterned/textured white background <p>Learners will be taken to another slide depending on which box they click on.</p> <p>-Vertical Lines: In between boxes, 3- color O-2 vertical lines, all spaced equally across the slide</p>	<p><i>Click on each box below to learn more about the 4 types of EQ</i></p> <p>[Boxes] SELF-AWARENESS</p> <p>[Boxes] SELF-MANAGEMENT</p> <p>[Boxes] SOCIAL AWARENESS</p> <p>[Boxes] RELATIONSHIP MANAGEMENT</p>	<p>Take your time reading the information on each of the slides.</p> <p>When you have finished reading, select the continue button to move on.</p>	<p>Grow bigger from where they are placed;</p> <ol style="list-style-type: none"> Vertical lines Box- self-awareness Box- self-management Box- social awareness Box- relationship management Slide Text <p>-Branching scenario: When learner clicks on SELF-AWARENESS, learner will be taken to Slide 1.11</p> <p>When learner clicks on SELF-MANAGEMENT, learner will be taken to Slide 1.12</p> <p>When learner clicks on SOCIAL AWARENESS, learner will be taken to Slide 1.13</p> <p>When learner clicks on RELATIONSHIP MANAGEMENT, learner will be taken to Slide 1.14</p>
<p>Notes: -<u>ALL</u> boxes should be on VISITED state before the NEXT button is available for the learner to move on.</p>			



Slide # 2.7a	Menu Title: What does it take to have EQ?		Objective: # 2
Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]
-BASE layer is visible on this layer	<p>[Slide Title] What does it take to have EQ?</p>	<p>Nice job learning more about the 4 types. Let's check your knowledge of each of the definitions.</p>	

<p>-Learners will end up on this layer when ALL boxes are on VISITED state</p> <p>-Directions; NEXT button: [1] Refer to Slide #1.3</p>	<p>[Directions] <i>Select the NEXT button to continue.</i></p>	<p>[1] Select the NEXT button to continue.</p>	
<p>Notes: -ALL boxes must show VISITED state before the NEXT button is available for the learner to move on.</p>			


Slide # 1.11 BASE LAYER		Menu Title: Self-awareness		Objective: # 2
Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]	
<p>-Background: Stock photo representing self-awareness</p>  <p>-Slide Title & Box: Copy from Slide # 2.7 BASE Layer, Self-awareness box</p> <p>-Custom Button: Copy 'Custom Button' from slide 1.17 Knowledge Check, including initial/hovering states</p>	<p>[Slide Title] SELF-AWARENESS</p> <p>[Custom Button] Continue</p>	<p>[1] Self-awareness</p>	<p>- When timeline begins on the slide, narration starts</p> <p>-When timeline begins, change the state of the 'Custom Button' to hidden</p> <p>-Slide title, in black, bold, capitalized text, center aligned in a color B-1 box, starts in the center of the slide. Based on narration, using a line motion path, move 'Box' to bottom left side of slide leaving room for a rectangle to the right of it for some text on self-awareness, making sure not to cover any part of the stock photo that needs to be seen:</p> <p>1. Self-awareness</p> <p>-Based on narration, [1]; Fade slowly in from the left a transparent blue overlay OVER the stock photo, UNDER the box and rectangle</p>	
Notes:				


Slide # 1.11a Menu Title: Self-awareness			Objective: # 2
Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]
<p>-BASE layer is visible on this layer</p> <p>-Slide Text: Black, bold text, left aligned on top of rectangle (Using color B-1 make rectangle for 'Slide Text' to fit in)</p>	<p>[Slide Title] Self-awareness</p> <p>[Slide Text] ... is being able to identify and understand <u>YOUR emotions</u> and <u>your emotional triggers</u>. Your own mood and the way you conduct yourself impacts other people. Having the ability to be aware of what you are feeling, helps you put a plan in action that benefits not only you but others, too.</p>		<p>-Fade in from bottom, 'Slide Text' w/ color B-1 rectangle</p> <p>-When animations end, change state of 'Continue' custom button from hidden to normal</p> <p>-When learner clicks on 'Continue' button they will go back to Slide # 1.10 BASE layer</p>
Notes: -The learner may take as much time as needed to read/think about information before moving forward			

Slide # 1.12 BASE LAYER Menu Title: Self-management			Objective: # 2
Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]
<p>-Background: Stock photo of something or someone representing self-</p>	<p>[Slide Title] SELF-MANAGEMENT</p>	<p>[1] Self-management</p>	<p>- When timeline begins on the slide, narration starts</p>

<p>management (e.g. an employee taking a break, breathing techniques, words related to breathing or being aware)</p>   <p>-Slide Title & Box: Copy from Slide # 1.10 BASE Layer, Self-management box</p> <p>-Custom Button: Copy 'Custom Button' from slide 1.17 Knowledge Check, including initial/hovering states</p>			<p>-When timeline begins, change the state of the 'Custom Button' to hidden</p> <p>-Slide title, in black, bold, capitalized text, center aligned in a color B-2 box, starts in the center of the slide. Based on narration, using a line motion path, move 'Box' to bottom left side of slide leaving room for a rectangle to the right of it for some text on self-management, making sure not to cover any part of the stock photo that needs to be seen:</p> <ol style="list-style-type: none"> 1. Self-management <p>-Based on narration, [1]; Fade slowly in from the left a transparent blue overlay OVER the stock photo, UNDER the box and rectangle</p>
Notes:			
Slide # 1.12a	Menu Title: Self-management		Objective: # 2
Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]
<p>-BASE layer is visible on this layer</p> <p>-Slide Text: Black, bold text, left aligned on top of rectangle (Using color B-2 make rectangle for 'Slide Text' to fit in)</p>	<p>[Slide Title] SELF-MANAGEMENT</p> <p>[Slide Text] is learning how to <u>CONTROL YOUR</u></p>		<p>-Fade in from bottom, 'Slide Text' w/ color B-2 rectangle</p> <p>-When animations end, change state of 'Continue' custom button from hidden to normal</p>


	<p><u>EMOTIONS</u> when you find yourself in a stressful situation. Fight or flight is our bodies natural response to stress. Pausing for a minute and taking deep breaths can help relax and calm strong emotions in a high-stress situation. Breathing is just one of the many ways of managing strong emotions.</p>		<p>-When learner clicks on 'Continue' button they will go back to Slide # 1.10 BASE layer</p>
<p>Notes: The learner may take as much time as needed to read/think about information before moving forward</p>			

Slide # 1.13		BASE LAYER	Menu Title: Social Awareness		Objective: # 2			
Visual / Display:		[1]	Slide Text:	[2]	Narration / Voiceover:	[3]	Animation / Interaction:	[4]
<p>-Background: Stock photo of something or someone representing social awareness</p> 			<p>[Slide Title] SOCIAL AWARENESS</p>		<p>[1] Social awareness</p>		<p>- When timeline begins on the slide, narration starts</p> <p>-When timeline begins, change the state of the 'Custom Button' to hidden</p> <p>-Slide title, in black, bold, capitalized text, center aligned in a color B-3 box, starts in the</p>	

 <p>-Slide Title & Box: Copy from Slide # 1.10 BASE Layer, Social awareness box</p> <p>-Custom Button: Copy 'Custom Button' from slide 1.17 Knowledge Check, including initial/hovering states</p>			<p>center of the slide. Based on narration, using a line motion path, move 'Box' to bottom left side of slide leaving room for a rectangle to the right of it for some text on social awareness, making sure not to cover any part of the stock photo that needs to be seen:</p> <ol style="list-style-type: none"> 1. Social Awareness <p>-Based on narration, [1]; Fade slowly in from the left a transparent blue overlay OVER the stock photo, UNDER the box and rectangle</p>
Notes:			

Slide # 1.13a	Menu Title: Social Awareness		Objective: # 2
Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]
<p>-BASE layer is visible on this layer</p> <p>-Slide Text: Black, bold text, left aligned on top of rectangle (Using color B-3 make rectangle for 'Slide Text' to fit in)</p>	<p>[Slide Title] SOCIAL AWARENESS</p> <p>[Slide Text] ... is the ability to <u>INTERACT</u> or <u>GET ALONG</u> with <u>OTHERS</u>. It is a very important skill to have as it plays a vital role in many different kinds of workplace relationships.</p>		<p>-Fade in from bottom, 'Slide Text' w/ color B-3 rectangle</p> <p>-When animations end, change state of 'Continue' custom button from hidden to normal</p> <p>-When learner clicks on 'Continue' button they will go back to Slide # 1.10 BASE layer</p>

	Having a strong social skill helps to build meaningful relationships with coworkers, managers and clients. Though social awareness may come easier for some, it can be learned with awareness and practice.		
Notes: The learner may take as much time as needed to read/think about information before moving forward			

Slide # 1.14 BASE LAYER Menu Title: Relationship Management			Objective: # 2
Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]
<p>-Background: Stock photo representing relationship management e.g.</p>  <p>-Slide Title & Box: Copy from Slide # 1.10 BASE Layer, Relationship Management box</p>	<p>[Slide Title] RELATIONSHIP MANAGEMENT</p>	<p>[1] Relationship Management</p>	<p>- When timeline begins on the slide, narration starts</p> <p>-When timeline begins, change the state of the 'Custom Button' to hidden</p> <p>-Slide title, in black, bold, capitalized text, center aligned in a color B-4 box, starts in the center of the slide. Based on narration, using a line motion path, move 'Box' to bottom left side of slide leaving room for a rectangle to the right of it for some text on relationship</p>

-Custom Button: Copy 'Custom Button' from slide 1.17 Knowledge Check, including initial/hovering states			management, making sure not to cover any part of the stock photo that needs to be seen: <ol style="list-style-type: none"> Relationship Management -Based on narration, [1]; Fade slowly in from the left a transparent blue overlay OVER the stock photo, UNDER the box and rectangle
Notes:			

Slide # 1.14a		Menu Title: Relationship Management		Objective: # 2	
Visual / Display: [1]		Slide Text: [2]	Narration / Voiceover: [3]		Animation / Interaction: [4]
<p>-BASE layer is visible on this layer</p> <p>-Slide Text: Black, bold text, left aligned on top of rectangle (Using color B-4 make rectangle for 'Slide Text' to fit in)</p>		<p>[Slide Title] RELATIONSHIP MANAGEMENT</p>			<p>-Fade in from bottom, 'Slide Text' w/ color B-4 rectangle</p> <p>-When animations end, change state of 'Continue' custom button from hidden to normal</p> <p>-When learner clicks on 'Continue' button they will go back to Slide # 1.10 BASE layer</p>
<p>Notes: The learner may take as much time as needed to read/think about information before moving forward</p>					

Slide # 1.20	BASE LAYER	Menu Title: Drag and Drop Definitions				Objective: # 2
Visual / Display:	[1]	Slide Text:	[2]	Narration / Voiceover:	[3]	Animation / Interaction: [4]

<p>-Using pentagon under 'Block Arrows' in shapes, create 4 short pieces w/ names of the 4 types of EQ, using B/1-4 color palette and using chevron, create 4 long pieces w/ each of the 4 type's definitions, using O/1-2 color palette (O-2 as outline, O-1 as filler):</p> <ul style="list-style-type: none"> • Pentagon shape, color B-1, black bolded text, 'SELF-AWARENESS' • Pentagon shape, color B-2, black bolded text, 'SELF-MANAGEMENT' • Pentagon shape, color B-3, black bolded text, 'SOCIAL AWARENESS' • Pentagon shape, color B-4. Black bolded text, 'RELATIONSHIP MANAGEMENT' <p>-Down left side of slide, extend color O-2 orange line long enough to border the left side of the 4 types which will be labeled within the short pentagon shapes as described above</p> <p>-Directions: Along the top in a color B-4 rectangle like previous slide titles, text is white</p> <p>-Built-in SUBMIT button will be in bottom right-hand corner in player</p>	<p>[Directions] Drag each type of Emotional Intelligence to the correct definition.</p> <p>[Slide Text] SELF-AWARENESS</p> <p>[Slide Text] SELF-MANAGEMENT</p> <p>[Slide Text] SOCIAL AWARENESS</p> <p>[Slide Text] RELATIONSHIP MANAGEMENT</p> <p>[Slide Text] You've mastered this type of EQ when you can <u>control your emotions</u> in a stressful situation.</p> <p>[Slide Text] This type of EQ is when you can <u>understand how others are feeling</u> or have <u>empathy</u> for a person.</p> <p>[Slide Text] This type of EQ is described as being able to identify & understand <u>your emotions & your emotional triggers</u>.</p>	<p>It's time to check your knowledge! Read each definition carefully. Then, drag each type of Emotional Intelligence to the correct definition.</p> <p>When you are finished select the SUBMIT button to see how you did.</p>	<p>-The 4 types of EQ <u>AND</u> the definitions appear on screen when timeline begins</p> <p>-Using Spin & Grow, clockwise, one complete turns animation bring in the color O-2 line to line the left side of the 4 types when the timeline begins</p> <p>-Fade from top the directions extending along the top of slide in color B-4 rectangle when the timeline begins</p> <p>-Learner will drag each type of EQ to the corresponding definition and click the SUBMIT button when finished to receive feedback</p> <p>-Use Drag and Drop interaction for the 4 types of EQ definitions knowledge check (follow instructions under 'visual/display')</p>
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	<p>[Slide Text] If you can successfully <u>interact</u> or <u>get along</u> <u>with others</u> then you've learned an important skill in the workplace.</p>		
Notes: The learner may take as much time as needed to read/think about information before submitting answers			

Slide # 1.20a Menu Title: Drag and Drop Definitions			Objective: # 2
Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]
<p>-BASE layer is visible on this layer</p> <p>-Built-in light grey colored feedback box, with "CORRECT" center-aligned at the top of box in green, bolded, capitalized text; Center-aligned underneath "CORRECT", in black text, "Great job!";</p> <p>-Custom Button: Color B-4 w/ white text, "Continue", copy 'Custom Button' from slide 1.17 Knowledge Check, including initial/hovering states</p>	<p>[Slide Text] CORRECT</p> <p>[Slide Text] Great job!</p> <p>[Custom Button] Continue</p>	<p>That's right! Great job matching the 4 types!</p> <p>[1] Select the CONTINUE button to move on.</p>	<p>-Box and text appear on screen when timeline on slide begins</p> <p>-Based on narration; 'Custom Button' will appear:</p> <ol style="list-style-type: none"> Continue <p>-Learner will click 'Custom Button' to move forward</p>
Notes:			

Slide # 1.20b Menu Title: Drag and Drop Definitions			Objective: # 2
Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]

<p>-BASE layer is <u>NOT</u> visible on this layer</p> <p>-Feedback: At the top of the slide, red, bold, capitalized text, except for 'INCORRECT', "That is INCORRECT. Review the correct definitions below."</p> <p>-Directions: At the bottom underneath screenshot in black, bold, italicized text, 'When you are ready to move on, <i>select CONTINUE.</i>'</p> <p>-Once BASE layer has been built, take a screen shot w/ correct answers, outline screenshot in color B-4</p> <p>-Custom Button: Bottom right corner will have the "Continue" button (same button from "CORRECT" layer, # 1.20a)</p>	<p>[Feedback] That is INCORRECT. Review the correct definitions below.</p> <p>[Directions] <i>When you are ready to move on, select CONTINUE.</i></p> <p>[Custom Button] Continue</p>	<p>That is INCORRECT. Review the correct definitions of the 4 types of Emotional Intelligence below. When you are ready to move on, [2] select CONTINUE.</p>	<p>-Feedback and screenshot appear on screen when timeline begins</p> <p>-Based on narration; 'Custom Button' will appear: 2. Continue</p> <p>-Learner will click 'Custom Button' to move forward</p>
<p>Notes: -Learner may take as much time as needed before moving forward</p>			

Slide # 1.19 BASE LAYER Menu Title: Drag and Drop Examples			Objective: # 2	
Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]	
<p>-Directions: Along the top in a color B-4 rectangle like previous slide titles, text is white, 'Drag each type of Emotional Intelligence to the correct real-world example.'</p> <p>-Using pentagon under 'Block Arrows' in shapes, create 4 short pieces w/ names of the 4 types of EQ, using B/1-4 color palette (same as Slide # 1.20 BASE layer):</p> <ul style="list-style-type: none"> • Pentagon shape, color B-1, black bolded text, 'SELF-AWARENESS' • Pentagon shape, color B-2, black bolded text, 'SELF-MANAGEMENT' • Pentagon shape, color B-3, black bolded text, 'SOCIAL AWARENESS' • Pentagon shape, color B-4. Black bolded text, 'RELATIONSHIP MANAGEMENT' <p>-Down left side of slide, extend color O-2 orange line long enough to border the left side of the 4 types which will be labeled within the</p>	<p>[Directions] Drag each type of Emotional Intelligence to the correct real-world example.</p> <p>[Slide Text] SELF-AWARENESS</p> <p>[Slide Text] SELF-MANAGEMENT</p> <p>[Slide Text] SOCIAL AWARENESS</p> <p>[Slide Text] RELATIONSHIP MANAGEMENT</p> <p>[Slide Text] You are in a meeting with your boss & co-workers. One co-worker starts off on a tangent. You don't have time for this & almost make a comment that would not have been beneficial. You realize you are glad that you practiced "think before you speak". You</p>	<p>Now that you've had some practice with the definitions, let's see if you can apply each type of emotional intelligence to a real-world situation.</p> <p>Read each one carefully.</p> <p>Then, drag each type of Emotional Intelligence to the correct example.</p> <p>When you are finished select the SUBMIT button to see how you did.</p>	<p>-The 4 types of EQ AND the real-world examples appear on screen when timeline begins</p> <p>-Using Spin & Grow, clockwise, one complete turns animation bring in the color O-2 line to line the left side of the 4 types when the timeline begins</p> <p>-Fade from top the directions extending along the top of slide in color B-4 rectangle when the timeline begins</p> <p>-Learner will drag each type of EQ to the corresponding real-world example and then click the SUBMIT button when finished to receive feedback</p> <p>-Use Drag and Drop interaction for the 4 types of EQ examples knowledge check (follow instructions under 'visual/display')</p>	

<p>short pentagon shapes as described above</p> <p>-Using chevron, create 4 long pieces w/ each of the 4 examples/real-world scenarios, using O/1-2 color palette (O-2 as outline, O-1 as filler), (same as Slide # 1.20 BASE layer definitions):</p> <ul style="list-style-type: none"> • Chevron shape, black text, 'You are in a meeting with your boss & co-workers. One co-worker starts off on a tangent. You don't have time for this & almost make a comment that would not have been beneficial. You realize you are glad that you practiced "think before you speak". You take a deep breath to help you get through this stressful situation.' • Chevron shape, black text, 'Your boss puts you on a project with your least favorite co-worker. After spending some time with him listening & planning the project, you realize he has some strengths that will benefit you, as well as, the project.' • Chevron shape, black text, 'There is a new hire that seems to be struggling. Seeing this reminds you of when you were new & how 	<p>take a deep breath to help you get through this stressful situation.</p> <p>[Slide Text] Your boss puts you on a project with your least favorite co-worker. After spending some time with him listening & planning the project, you realize he has some strengths that will benefit you, as well as, the project.</p> <p>[Slide Text] There is a new hire that seems to be struggling. Seeing this reminds you of when you were new & how overwhelmed you felt. You decide to take a few minutes to talk & let him know you understand how he feels & see how you can help.</p> <p>[Slide Text] You find out that the job promotion you were hoping for went to another co-worker. At first you feel upset & bitter. However, after time to reflect on your</p>		
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<p>overwhelmed you felt. You decide to take a few minutes to talk & let him know you understand how he feels & see how you can help.'</p> <ul style="list-style-type: none"> Chevron shape, black text, 'You find out that the job promotion you were hoping for went to another co-worker. At first you feel upset & bitter. However, after time to reflect on your feelings & the situation, you choose to be happy for your co-worker.' <p>-Built-in SUBMIT button will be in bottom right-hand corner in player</p>	<p>feelings & the situation, you choose to be happy for your co-worker.</p>		
Notes: -Learner may take as much time as needed before moving forward			

Slide # 1.19a	Menu Title: Drag and Drop Examples		Objective: # 2
Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]
<p>-BASE layer is visible on this layer</p> <p>-Built-in light grey colored feedback box, with "CORRECT" center-aligned at the top of box in green, bolded, capitalized text; Center-aligned underneath "CORRECT", in black text, "Yes! You matched the types and the examples correctly."</p> <p>-Custom Button:</p>	<p>[Slide Text] CORRECT</p> <p>[Slide Text] Yes! You matched the types and the examples correctly.</p> <p>[Custom Button] Continue</p>	<p>YES!" You matched the types and the examples correctly.</p> <p>[1] Select the CONTINUE button to move on.</p>	<p>-Box and text appear on screen when timeline on slide begins</p> <p>-Based on narration; 'Custom Button' will appear:</p> <ol style="list-style-type: none"> Continue <p>-Learner moves to next slide by clicking on 'CONTINUE' button</p>


Color B-4 w/ white text, "Continue", copy 'Custom Button' from slide 1.17 Knowledge Check, including initial/hovering states			
Notes:			

Slide # 1.19b		Menu Title: Drag and Drop Examples		Objective: # 2
Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]	
<p>-BASE layer is <u>NOT</u> visible on this layer</p> <p>-Feedback: At the top of the slide, black text, except for 'INCORRECT', "That is 'INCORRECT'. Review the correct examples below."</p> <p>-Directions: At the bottom underneath screenshot in black, bold, italicized text, 'When you are ready to move on, <i>select CONTINUE.</i>'</p> <p>-Once BASE layer has been built, take a screen shot w/ correct answers, outline screenshot in color B-4</p> <p>-Custom Button: Bottom right corner will have the "Continue" button (same button from "CORRECT" layer, # 1.20a)</p>	<p>[Feedback] That is 'INCORRECT'. Review the correct examples below.</p> <p>[Directions] <i>When you are ready to move on, select CONTINUE.</i></p> <p>[Custom Button] Continue</p>	<p>Good try, but that is not correct. Review the correct examples. When you're ready to move on [2] select the continue button.</p>	<p>-Feedback and screenshot appear on screen when timeline begins</p> <p>-Based on narration; 'Custom Button' will appear: 2. Continue</p> <p>-Learner moves to next slide by clicking on 'CONTINUE' button</p>	
Notes: - Learner may take as much time as needed before moving forward				

Slide # 1.15 BASE LAYER		Menu Title: Summary		Objective: # 2
Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]	
<p>-Slide Title: White, bold letters, left alignment, set in color B-4, w/ bottom left hand corner inner shadow, rectangle extending across entire top of slide</p> <p>-Background: Static screen w/ white slide w/ color O-2 vertical line in middle of slide, separating slide into 2 parts and to border the left side of the spiral notebook (notebook on right half of slide, leaving room to display slide text on blank notebook) Left hand side is post-it/bulletin board note to display 'Course Objectives' text</p>	<p>[Slide Title] What did you learn?</p> <p>[Objective 1 Text] Define Emotional Intelligence (EQ)</p>	<p>You have now learned to, number one, [1] define emotional intelligence.</p>	<p>-Based on narration, fade 'Objective 1' text in from left side to land centered in post-it/bulletin board note:</p> <p>1. Define Emotional Intelligence (EQ)</p> <p>-Change the state of PREVIOUS and NEXT buttons to hidden when timeline starts</p>	
Notes:				

Slide # 1.15a		Menu Title: Summary		Objective: # 2
Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]	
<p>-BASE layer is visible on this layer</p> <p>-Slide Text: Right side of slide w/ icon centered underneath that represents a mind and heart to represent EQ e.g.</p>	<p>[Slide Title] What did you learn?</p> <p>[Objective 1 Text] Define Emotional Intelligence (EQ)</p> <p>[Slide Text] <u>Emotional intelligence</u></p>	<p>If you remember, [1] emotional intelligence is having the skill to identify, understand and manage your own emotions, as well as, to identify and decipher the emotions of others.</p>	<p>-Based on narration; Fade in from top-right 'slide text' AND icon together; 1. <u>Emotional intelligence</u> is having the skill to identify, understand and manage your own emotions, as well as, to identify and decipher the emotions of others.</p>	



	is having the skill to identify, understand and manage your own emotions , as well as, to identify and decipher the emotions of others .		
Notes:			

Slide # 1.15b		Menu Title: Summary		Objective: # 2			
Visual / Display:	[1]	Slide Text:	[2]	Narration / Voiceover:	[3]	Animation / Interaction:	[4]
<p>-BASE layer is visible on this layer</p> <p>-Add 'Objective 2 Text' to center of post-it/bulletin board note on left side of slide based on narration/animation, 'Identify the 4 Types of Emotional Intelligence (EQ)</p> <p>-Add 'Slide Text' to right side of slide and instead of bullet points, use color O-2 squares (Same as orange squares made for slide # 1.3 Course Overview):</p> <ul style="list-style-type: none">▪ Self-Awareness▪ Self-Management▪ Social Awareness▪ Relationship Management <p><u>-Directions:</u> Black, bolded, italicized text, 'Select the NEXT button to continue.'</p>		<p>[Slide Title] What did you learn?</p> <p>[Objective 2 Text] Identify the 4 Types of Emotional Intelligence (EQ)</p> <p>[Slide Text]</p> <ul style="list-style-type: none">▪ Self-Awareness▪ Self-Management▪ Social Awareness▪ Relationship Management <p>[Directions] <i>Select the NEXT button to continue.</i></p>		<p>And number two, you are now able to [2] identify the four types which are, [3] self-awareness, self-management, social awareness and relationship management. Having this knowledge will not only benefit you, but also others in the workplace.</p> <p>[4] Select the NEXT button to continue.</p>		<p>-Based on narration; Fade 'Objective 2' text in from left side to land centered in post-it/bulletin board note:</p> <p>2. Identify the 4 Types of Emotional Intelligence (EQ)</p> <p>-Based on narration; Wipe from top the 'slide text';</p> <p>3.</p> <ul style="list-style-type: none">▪ Self-Awareness▪ Self-Management▪ Social Awareness▪ Relationship Management <p>(Bring in orange custom bullets to accompany the 'slide text')</p> <p>-Based on narration;</p>	

placed in lower right-hand corner of slide so as to be by the NEXT button			Change state of 'Select the NEXT button to continue' from hidden to normal: 4. Select the NEXT button to continue.
Notes: -Change the state of the NEXT and PREVIOUS buttons to normal when timeline ends			

Slide # 1.16		Menu Title: Course Quiz		Objective: # 1 & 2			
Visual / Display:	[1]	Slide Text:	[2]	Narration / Voiceover:	[3]	Animation / Interaction:	[4]
	<p>-Background: Following the VISITED states of boxes on Slide # 1.10; patterned/textured white background</p> <p>-Slide Title: White, bold letters, left alignment, set in color B-4, w/ bottom left hand corner inner shadow, rectangle extending across entire top of slide</p> <p>-Slide Text: Appears on left half of slide w/ color O-2 line to border left side the length of the text, 'Following are five (5) multiple-choice questions about what you have learned in this mini-course. You will be able to re-take this quiz, if needed.'</p> <p>-Character: Use same photographic character in business casual dress that was used for Slide # 1.2 Navigating the Course</p>		<p>[Slide Title] Course Quiz</p> <p>[Slide Text] Following are five (5) multiple-choice questions about what you have learned in this mini-course. You will be able to re-take this quiz, if needed.</p> <p>[Slide Text Character is referring to] <u>Maximum score:</u> 100% (5/5) <u>Score to pass:</u> 80% (4/5)</p> <p>[Directions] <i>Select the NEXT button to start quiz.</i></p>		<p>Following are five (5) multiple-choice questions about what you have learned in this mini-course. You will need to score at least an 80% to pass. You will be able to re-take this quiz, if needed.</p> <p>[1] Select the NEXT button to get started.</p>		<p>-Based on narration, change state of 'Select the NEXT button to start quiz' from hidden to normal:</p> <p>1. Select the NEXT button to start quiz.</p>

holding a white paper/board or just pointing to the information to display the maximum score and score needed to pass -Directions: 'Select the NEXT button to start quiz' will appear at the end of the timeline based on narration and will appear on the bottom right side of slide			
Notes: -Change the state of PREVIOUS and NEXT buttons to hidden when timeline starts AND change the state of the NEXT and PREVIOUS buttons to normal when timeline ends on this slide, # 1.16			

Slide # 1.21 (Question # 1)		Menu Title: Draw from EQ Final Quiz		Objective: # 1 & 2	
Visual / Display: [1]		Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]	
<p>-Create question bank w/ 5 multiple choice questions (Slide # 1.21– # 1.21d) that will be chosen randomly</p> <p>-Slide Question:</p> <p>Color B-2 text centered on rectangle filled w/ color O-1, outlined in color O-2 centered on white right hand side of slide;</p> <p>‘Which type of emotional intelligence is having the ability to control your emotions in a stressful situation?’</p> <p>-Slide Answers:</p>		<p>[Slide Question & Answers]</p> <p>Which type of emotional intelligence is having the ability to control your emotions in a stressful situation?</p> <ul style="list-style-type: none">• self-awareness• self-management• social awareness• relationship management	<p>-None; learner is given freedom to read and answer questions at their own pace</p>	<p>-Learner will click CORRECT answer and click SUBMIT button w/in the player to continue</p>	

<p>Black font, 4 MC answers, only 1 is CORRECT;</p> <ul style="list-style-type: none"> • self-awareness • self-management • social awareness • relationship management <p>-Background: white, set under color B-4 vertical rectangle on left side of slide w/ matching icon chosen for slide # 1.15a centered in rectangle, w/ color O-2 vertical line to border the right side of color B-4 vertical rectangle (similar to slide # 1.1)</p>			
Notes:			

Slide # 1.21a (Question # 2)	Menu Title: Draw from EQ Final Quiz		Objective: # 1 & 2
Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]
<p>-Create question bank w/ 5 multiple choice questions (Slide # 1.21 – # 1.21d) that <u>will be chosen randomly in no particular order</u></p> <p>-Slide Question: Color B-2 text centered on rectangle filled w/ color O-1, outlined in color O-2 centered on white right hand side of slide; Which type of emotional intelligence is described as being able to identify & understand your emotions & your emotional triggers?</p> <p>-Slide Answer:</p>	<p>[Slide Question & Answer] Which type of emotional intelligence is described as being able to identify & understand your emotions & your emotional triggers?</p> <ul style="list-style-type: none"> • self-awareness • self-management • social awareness • relationship management 	<p>-None; learner is given freedom to read and answer questions at their own pace</p>	<p>-Learner will click CORRECT answer and click SUBMIT button w/in the player to continue</p>

<p>Black font, 4 MC answers, only 1 is CORRECT;</p> <ul style="list-style-type: none"> • self-awareness • self-management • social awareness • relationship management <p>-Background: white, set under color B-4 vertical rectangle on left side of slide w/ matching icon chosen for slide # 1.15a centered in rectangle, w/ color O-2 vertical line to border the right side of color B-4 vertical rectangle (similar to slide # 1.1)</p>			
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Slide # 1.21b		Menu Title: Draw from EQ Final Quiz		Objective: # 1 & 2			
Visual / Display:	[1]	Slide Text:	[2]	Narration / Voiceover:	[3]	Animation / Interaction:	[4]
<p>-Create question bank w/ 5 multiple choice questions (Slide # 1.21 – # 1.21d) that <u>will be chosen randomly in no particular order</u></p> <p>-Slide Question: Color B-2 text centered on rectangle filled w/ color O-1, outlined in color O-2 centered on white right hand side of slide; Which type of emotional intelligence is described as being able to understand how others are feeling or to have empathy for a person?</p> <p>-Slide Answer:</p>		<p>[Slide Question & Answer] Which type of emotional intelligence is described as being able to understand how others are feeling or to have empathy for a person?</p> <ul style="list-style-type: none">• self-awareness• self-management• social awareness• relationship management		<p>-None; learner is given freedom to read and answer questions at their own pace</p>		<p>-Learner will click CORRECT answer and click SUBMIT button w/in the player to continue</p>	

<p>Black font, 4 MC answers, only 1 is CORRECT;</p> <ul style="list-style-type: none"> • self-awareness • self-management • social awareness • relationship management <p>-Background: white, set under color B-4 vertical rectangle on left side of slide w/ matching icon chosen for slide # 1.15a centered in rectangle, w/ color O-2 vertical line to border the right side of color B-4 vertical rectangle (similar to slide # 1.1)</p>			
Notes:			

Slide # 1.21c		Menu Title: Draw from EQ Final Quiz		Objective: # 2
Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]	
<p>-Create question bank w/ 5 multiple choice questions (Slide # 1.21 – # 1.21d) that <u>will be chosen randomly in no particular order</u></p> <p>-Slide Question: Color B-2 text centered on rectangle filled w/ color O-1, outlined in color O-2 centered on white right hand side of slide; Which type of emotional intelligence is described as successfully interacting and getting along with others?</p> <p>-Slide Answer:</p>	<p>[Slide Question & Answer] Which type of emotional intelligence is described as successfully interacting and getting along with others?</p> <ul style="list-style-type: none"> • self-awareness • self-management • social awareness • relationship management 	<p>-None; learner is given freedom to read and answer questions at their own pace</p>	<p>-Learner will click CORRECT answer and click SUBMIT button w/in the player to continue</p>	

Black font, 4 MC answers, only 1 is CORRECT; <ul style="list-style-type: none"> • self-awareness • self-management • social awareness • relationship management <p>-Background: white, set under color B-4 vertical rectangle on left side of slide w/ matching icon chosen for slide # 1.15a centered in rectangle, w/ color O-2 vertical line to border the right side of color B-4 vertical rectangle (similar to slide # 1.1)</p>			
Notes:			

Slide # 1.21d		Menu Title: Draw from EQ Final Quiz		Objective: # 1 & 2
Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]	
-Create question bank w/ 5 multiple choice questions (Slide # 1.21 – # 1.21d) that <u>will be chosen randomly in no particular order</u> -Slide Question: Color B-2 text centered on rectangle filled w/ color O-1, outlined in color O-2 centered on white right hand side of slide; Which of the following is the correct definition of Emotional Intelligence (EQ)? -Slide Answer:	[Slide Question & Answer] Which of the following is the correct definition of Emotional Intelligence (EQ)? <ul style="list-style-type: none"> • Emotional intelligence is to be aware of every type of emotion that everyone feels. • Emotional intelligence is having the skill to identify, 	-None; learner is given freedom to read and answer questions at their own pace	Learner will click CORRECT answer and click SUBMIT button w/in the player to continue	

<p>Black font, 4 MC answers, only 1 is CORRECT;</p> <ul style="list-style-type: none"> • Emotional intelligence is to be aware of every type of emotion that everyone feels. • Emotional intelligence is having the skill to identify, understand and manage your own emotions, as well as, to identify and decipher the emotions of others. • Emotional intelligence is having the ability to know when others are faking their feelings or being genuine. • Emotional intelligence is causing a scene in the workplace when your boss chooses your colleague's idea over yours. <p>-Background: white, set under color B-4 vertical rectangle on left side of slide w/ matching icon chosen for slide # 1.15a centered in rectangle, w/ color O-2 vertical line to border the right side of color B-4 vertical rectangle (similar to slide # 1.1)</p>	<p>understand and manage your own emotions, as well as, to identify and decipher the emotions of others.</p> <ul style="list-style-type: none"> • Emotional intelligence is having the ability to know when others are faking their feelings or being genuine. • Emotional intelligence is causing a scene in the workplace when your boss chooses your colleague's idea over yours. 		
<p>Notes:</p>			

Slide # 1.22a		Menu Title: Results Slide- SUCCESS		Objective: # 1 & 2			
Visual / Display:	[1]	Slide Text:	[2]	Narration / Voiceover:	[3]	Animation / Interaction:	[4]
<p><u>-Slide Title:</u> White, bold letters, left alignment, set in color B-4, w/ bottom left hand corner inner shadow, rectangle extending across entire top of slide</p> <p><u>-Background:</u> white, set under 'Slide Title' above w/ matching icon chosen for slide # 1.15a (resize to fit in title rectangle) centered in rectangle on the right-hand side of slide</p> <p><u>-Feedback:</u> Black text in center of slide</p>		<p>[Slide Title] Quiz Results</p> <p>[Feedback] Nice job, you passed!</p>		<p>Nice job! You passed.</p>			
Notes:							

Slide # 1.22b		Menu Title: Results Slide- FAILURE		Objective: # 1 & 2	
Visual / Display: [1]		Slide Text: [2]	Narration / Voiceover: [3]		Animation / Interaction: [4]
<p>-Slide Title: White, bold letters, left alignment, set in color B-4, w/ bottom left hand corner inner shadow, rectangle extending across entire top of slide</p> <p>-Background:</p>		<p>[Slide Title] Quiz Results</p>	<p>Sorry, you did not pass. Select the “Review” button to review the questions, and see the correct answers. When you have finished reviewing, select the “retry” button to take it again.</p>		

white, set under 'Slide Title' above w/ matching icon chosen for slide # 1.15a (resize to fit in title rectangle) centered in rectangle on the right-hand side of slide			
Notes:			

Slide # 1.18 Menu Title: Congratulations				
Visual / Display: [1]	Slide Text: [2]	Narration / Voiceover: [3]	Animation / Interaction: [4]	
<p>-Slide Title: White, bold letters, left alignment, set in color B-4, w/ bottom left hand corner inner shadow, rectangle extending across entire top of slide</p> <p>-Background: Color B-1 or 2, set under 'Slide Title' above w/ matching icon chosen for slide # 1.15a (resize to fit in title rectangle) centered in rectangle on the right-hand side of slide</p> <p>-Down left side of slide, extend color O-2 orange line long enough to border the left side of the 'Slide Text' (have on slide when timeline begins)</p> <p>-Slide Text: Black text, left alignment in center of screen, 'Congratulations! You have completed the first mini-course for Company Z's Emotional Intelligence in the Workplace</p>	<p>[Slide Title] Congratulations!</p> <p>[Slide Text] Congratulations! You have completed the first mini-course for Company Z's Emotional Intelligence in the Workplace program. We thank you for your time in learning more about Emotional Intelligence. You may now move on to the second mini-course; Diving Deeper into Self-Awareness.</p> <p>[Custom Buttons] Review course #1</p> <p>Take a break</p> <p>Go on to course #2</p>	<p>Congratulations. You have completed the first mini-course for Company Z's Emotional Intelligence in the Workplace program. We thank you for your time in learning more about Emotional Intelligence. [1] You may now move on to the second mini-course; Diving Deeper into Self-Awareness.</p>	<p>-When timeline begins on slide, fade [Slide Title] in from left, wipe [Slide Text] in from top and fade [Background] in from left</p> <p>-Based on narration, bring in [Custom Buttons] together by wiping in from bottom:</p> <ol style="list-style-type: none"> Review course #1 Take a break Go on to course #2 	

program. We thank you for your time in learning more about Emotional Intelligence. You may now move on to the second mini-course; Diving Deeper into Self-Awareness.'

Notes: