COMMUNICATION & COLLABORATION / PM-COM-013

# Emotional Intelligence at Work

## COURSE OVERVIEW

This programme develops a working approach to emotional intelligence at work in the context of messages, relationships and collaborative decisions. Participants move from understanding the main concepts to examining a case, testing alternatives and explaining a practical recommendation. The three modules focus on self-awareness, perspective taking and response choices. Examples are selected after the training brief so that they reflect the responsibilities and experience of the participant group.

## LEARNING OBJECTIVES

1. Explain the role of self-awareness and identify the information required for a reliable assessment.
2. Use a structured worksheet to examine perspective taking and compare reasonable alternatives.
3. Identify assumptions, missing evidence and implementation concerns related to response choices.
4. Prepare a communication brief, role-play and feedback record for discussion with a professional team.
5. Translate the exercise into a workplace action plan with owners, review points and measurable progress.

## WHO BENEFITS

Professionals with stakeholder-facing responsibilities: apply self-awareness to their responsibilities through a guided case and a course-specific worksheet. Team leaders and client-facing staff: apply perspective taking to their responsibilities through a guided case and a course-specific worksheet. Communication and coordination teams: apply response choices to their responsibilities through a guided case and a course-specific worksheet.

## DELIVERY AT A GLANCE

Indicative format: three learning days, one module per day. In-house and live online options. English or Arabic delivery is subject to a suitably qualified instructor. Shorter executive sessions may be scoped separately. Fees are quoted after the brief.

# PRACTICAL LEARNING PLAN

## Day 1: Self-awareness

Map a current situation involving self-awareness; separate facts from assumptions and identify questions that need clarification.

Method: short concept discussion, guided worksheet, group comparison and instructor feedback.

## Day 2: Perspective taking

Compare two approaches to perspective taking; explain the expected benefits, limitations and information gaps.

Method: short concept discussion, guided worksheet, group comparison and instructor feedback.

## Day 3: Response choices

Develop an action plan for response choices; assign responsibilities and agree how results should be reviewed.

Method: short concept discussion, guided worksheet, group comparison and instructor feedback.

## APPLIED EXERCISE

Working as a professional team, participants receive a fictional workplace scenario with incomplete information. They identify evidence gaps, compare alternatives and prepare a communication brief, role-play and feedback record. Assessment focuses on reasoning, assumptions and a clear explanation of the proposed next step.

## PARTICIPANT TAKEAWAYS

A completed case worksheet, a topic checklist and a personal workplace action plan. Materials are educational; no professional accreditation, licence or examination award is implied.

# PROPOSED DELIVERY WINDOWS

These are indicative dates for expressions of interest, not confirmed events. No venue or instructor booking is represented. Each option requires a written quotation, suitable instructor, venue agreement and sufficient enrolment before confirmation. Do not make travel arrangements on the basis of this brochure.

| Location / format | Start | End | Status |
|---|---|---|---|
| Muscat, Oman / In person | 28 Dec 2026 | 30 Dec 2026 | Proposed |
| Dubai, UAE / In person | 01 Feb 2027 | 03 Feb 2027 | Proposed |
| Live online / Online | 08 Mar 2027 | 10 Mar 2027 | Proposed |

## TAILORING THE PROGRAMME

Before delivery, agree the participant profile, priority problems, language, format, duration and expected outputs. Relevant examples can be adapted to energy and related sectors. Specialist legal, engineering, tax, certification or technical verification matters require appropriately qualified professionals under a separately agreed scope.

## REQUEST AN OFFER

Share the course code, organisation, participant count, preferred delivery option and learning priorities. PetroMargin will clarify the brief before issuing a delivery proposal.

PetroMargin Commercial Advisory

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