

Bar On EQ-i™ Self-Paced Accreditation



Prog 001: 14/11/05 – 04/01/06

Prog 002: 09/01/06 –28/02/06

Following this **Self-Paced BarOn EQ-i**

Accreditation programme, you will become licensed to administer, score and interpret the BarOn Emotional Quotient Inventory (BarOn EQ-i)™, the most validated measure of emotional intelligence in the world today. This innovative programme is offered by Ei World as a training partner of Multi Health Systems (MHS Inc), test publisher of the BarOn EQ-i. It provides a unique learning method and builds on Ei World's track record of running successful 3-day workshops for the last four years.

Benefits

- More accessible delivery format compared to a 3-day workshop using combination of online web-training sessions, self-directed learning and end of programme workshop.
- Involves less time away from work.
- Lower cost.
- Increased emphasis on being 'equipped' to work with the EQ-i.
- Incorporates a real practice session at work with a colleague, as part of the learning.
- Although we call it self-paced, you are part of a learning group who can compare notes.
- A final end of programme one-day workshop completes the learning experience.

Workplace Outcomes

You will be confidently able to use the BarOn EQ-i™ for:

- Recruitment.
- Coaching.
- Training.
- Team development.
- Succession planning.

Learning Objectives

By the end of this self-paced learning programme you will be able to:

- Describe what emotional intelligence is, how it is measured and its application in personal and organisational settings.
- Distinguish between the Bar-On and other models of emotional intelligence.
- List and describe the components and features of the BarOn EQ-i™ accurately.
- Administer the BarOn EQ-i™, interpret results and provide contextual feedback using a structured process.
- Demonstrate practical feedback skills and theoretical understanding of BarOn EQ-i™.
- Use the BarOn EQ-i™ Technical Manual and other handouts to aid in your interpretation of reports.
- Describe with confidence how a client's score compares to the normative sample.
- Discuss the reliability and validity of the BarOn EQ-i™.
- Detail the ethical issues to be considered before, during, and after administration of the BarOn EQ-i™.

Programme Host

Ei World is a well established provider of BarOn EQ-i™ training with a 4.5-year track record of using Emotional Intelligence assessment tools and providing UK Accreditation programmes.

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Self-Paced EQ-i Accreditation Programme.

Ei World Limited, 4 Doolittle Mill, Ampthill, Bedfordshire, MK45 2ND, England (UK)

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Programme Facilitator

The Main Facilitator of the BarOn EQ-i Self-paced Accreditation programme is Geetu Bharwaney. She is qualified in three different measures of emotional intelligence and is the author of 'Emotionally Intelligent Living'. She has administered the EQ-i to over 4000 people and holds level B accreditation in psychometric testing from the BPS (British Psychological Society).

Training Venue

At your workplace or home.

There is a one-day workshop at the end of the programme which is held at Doolittle Mill.

Minimum system requirement

Windows XP.

A broadband connection.

A webcam.

A phone line with a headset (or speakerphone so you can work on your PC hands free). **NOT a headset for the web.**

Overview of learning process

You will be allocated to a learning group. This enables you to have the benefits of comparing notes with others. All meetings take place through web conferencing. You will need a webcam to take part. Each meeting is 90 minutes in length.

Meeting 1: Getting started

Meet participants

Overview of self-paced learning

Administration of EQi

After meeting 1:

Complete EQi .

Receive EQi feedback via webcam from a qualified EQi user.

Complete technical reading.

Scan books provided.

Study sample report and own report in detail.

Meeting 2: Initial knowledge check

Review of 8-step feedback process

Online test

Planning of technical learning

After meeting 2:

Study BarOn EQi components

Study background

Complete exercises

Meeting 3: BarOn EQ components in action

Pairings and clusters

Preparing for an EQi session

Online test (knowledge)

After Meeting 3: Practice

Complete a practice EQi, observed via webcam by Ei World qualified EQi user.

Review of case studies and problem situations.

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Meeting 4: Applications

How to use the EQi
How to administer the EQi
Likely problems
Ethical issues

After Meeting 4: Case Study

Submit case study

Meeting 5: Promoting EQi

How to introduce the EQi
Dos and Donts
Demo of scoring organiser

Meeting 6:

A one-day workshop to meet with other learners and refresh your knowledge of the whole programme. This will be held at Ei World at Doolittle Mill.

How to sign up:

1. Pay for the programme in full. The cost is **£ 1750+VAT**.
2. Provide background information about you in the form of a pre-programme questionnaire.

Indicative Content

Self-Paced BarOn EQ-i Accreditation

- Emotional intelligence – what it is, what it isn't, its history and definitions.
- Development of the BarOn EQ-i™.
- Feedback guidelines and demonstration of full feedback session.
- The BarOn EQ-i™ – key features, applications and guidelines for developing EQ.
- The BarOn EQ-i™ – components and job roles.
- Example BarOn EQ-i™ reports.

- Statistics – fundamental principles.
- Administration guidelines.
- Responsible Ethical Use of the BarOn EQ-i™.
- Knowledge test.
- Practical exercise - giving feedback using actual EQ-i results.
- Self review.
- Logistics of using the BarOn EQ-i™
- Development interventions.

Books provided

Once you have registered for the programme, you will be sent the following books:

- EQ Edge
- Emotionally Intelligent Living
- BarOn EQi Technical Manual

Other materials

A number of PDF files will be sent electronically containing exercises and other background materials.

Important Points

- The technology requirements are mandatory. You may need to purchase a webcam, windows upgrade, broadband connection or new software to enable you to use your PC to take part in this programme. These costs are not included in the prices given.
- Ei World reserves the right to refuse participation on the strength of information provided in the pre-programme questionnaire. All participants are expected to have some experience of psychometrics, coaching, development or training. This training is not suitable for someone completely new to people development.

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- Your certificate is issued by MHS who oversee the quality of this training. Certificates are provided within 12 weeks of you qualifying. This does not stop you from purchasing or using the EQi.
- There are a number of assessed elements of the programme – the knowledge test, the practice EQi and the case study. Failure to take part in any of these assessments will count as an automatic overall failure to complete the training.
- All meeting times are fixed and need to be held as firm commitments. If you skip one, Ei World cannot guarantee that you will qualify in the time frame specified. You may have to join a different cohort group to pick up with the meetings that you have missed. Ei World will be flexible as far as is possible in the time constraints provided.
- This is not a pure distance event and is guided by specific timings. This choice is deliberate so that you get the best of a structure programme but so that you can do it from your own location.

Programme: 002

Start: 09/01/06

End: 28/02/06

Session	Date	Time
1 WEB CONFERENCE	12 th January 2006	6:00PM - 7:30PM
2 WEB CONFERENCE	19 th January 2006	7:30 AM - 09:00AM
3 WEB CONFERENCE	26 th January 2006	6:00PM - 7:30PM
4 WEB CONFERENCE	2 nd February 2006	7:30 AM - 09:00AM
5 WEB CONFERENCE	9 th February 2006	6:00PM - 7:30PM
6 WORKSHOP	28 th February 2006	10:00AM - 5:00 PM

Dates and timings of sessions are listed below:

Programme: 001

Start: 14/11/05

End: 04/01/06

Session	Date	Time
1 WEB CONFERENCE	15 th November 2005	6:00PM - 7:30PM
2 WEB CONFERENCE	23 rd November 2005	7:30 AM - 09:00AM
3 WEB CONFERENCE	30 th November 2005	6:00PM - 7:30PM
4 WEB CONFERENCE	7 th December 2005	7:30 AM - 09:00AM
5 WEB CONFERENCE	14 th December 2005	6:00PM - 7:30PM
6 WORKSHOP	4 th January 2006	10:00AM - 5:00 PM

Please note that there are going to be two further Self-Paced EQi programmes on these dates:

Start: 6th March – end 17th April

Start: 8th May – end 19th June

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