REFINE *Yourself*

Leading With Emotional Intelligence

COHORT 4

1 MSCEIT Assessment Completion

You can register for the Refine Yourself program online using our application form provided in your email invitation.

- Participants receive a secure test link upon registration and must complete the assessment within **seven days via email and before Workshop 1 as a final deadline.**
- The test must be taken on a **computer/laptop** using a **supported browser** and in **one continuous session** to ensure accuracy.
- **Integrity guidelines** prohibit external assistance, sharing, or duplicating any part of the test.

2 MSCEIT Results Review & Coaching Preparation

The Mayer-Salovey-Caruso Emotional Intelligence Test (MSCEIT) evaluates Emotional Intelligence through a series of objectives and interpersonal questions that measure your Emotional Intelligence abilities:

- Completed assessments are securely sent to an **assigned emotional intelligence coach** for analysis and review.

Participants must **download, sign, and submit** the coaching agreement before scheduling their debrief session via the Refine Yourself dashboard online.

3 MSCEIT Coaching Debrief & Development Plan

The submitted MSCEIT Assessment will be reviewed by our designated coaches for follow-up 1-on-1 Coaching to debrief you on your MSCEIT results:

- Participants schedule a **one-on-one debrief session** with their coach via the Refine Yourself Dashboard calendar/scheduler.
- The session includes **assessment review, EI strengths/areas for growth, and a structured improvement plan**.

- Participants must complete this session **before Workshop 2** to maximize program effectiveness.
- Rescheduling is permitted for emergencies, but timely communication with your assigned EI coach is required **no less than 24 hours before your scheduled time.**

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PROGRAM SEQUENCE

Program Orientation   May 7th – May 18th

Week	Items	Description	Duration (minutes)
Weeks 1 – 2 May 7th – May 18th	Workshop 0 – Orientation Session Wednesday May 7th 2025, 6:00 – 7:30 PM EST	• Introducing the Refine Yourself program workflow, including its stakeholders, process flow, platform overview, related materials, and overview of the initial steps of the program. • **Platform Overview:** Calendar, Google Drive, and MSCEIT assessment process importance. • **WhatsApp Group Creation:** For official push notifications and assigned group work collaborations only.	90
	Baseline Survey	Assessment of initial conditions, goal settings, program milestones, and impact assessments on progress	30
	Assigned Courses	Introduction to Emotional Intelligence	120
	DEADLINE	Personalized MSCEIT Assessment Completion & Submission MSCEIT Coaching Agreement is filled and signed by the participant	60-90

1 Journey Within   May 21st – June 15th

Week	Items	Description	Duration (minutes)
Weeks 3 – 6 May 21st – June 15th	Workshop 1 – Journey Within Wednesday May 21st 2025, 6:00 – 7:30 PM EST	• This workshop will aim at Introducing the program goals as well as the expectations & values associated with it. The workshop will also address how its structure will aim empowered leadership through EI mastery, self awareness, and MSCEIT exploration.	90
	Assigned Courses	• Introduction to Leading with Emotional Intelligence • Leading Self & Harnessing Emotions • Leading Others & Teams • Motivating People & Building Effective Teams • Giving Effective Feedback	60 60 60 60 60
	DEADLINE	• MSCEIT Coaching Agreement is filled and signed by the participant. • MSCEIT Debrief Coaching Session must be booked and completed with your assigned EI Coach.	45-50

2 Exploring Growth   June 18th – July 20th

Week	Items	Description	Duration (minutes)
Weeks 7 – 11 June 18th – July 20th	Workshop 2 – Exploring Growth Wednesday June 18th 2025, 6:00 – 7:30 PM EST	• The workshop will aim at exploring how to create impactful goals with the Objective and Key Results (OKR) goal-setting model, enhancing emotional intelligence to leverage performance & growth through the Conversation Feedback Recognition (CFR Model), and gaining insight from using the OFTA model for effective feedback. • **Formation of Teams within WhatsApp for Collaborative Group Work.**	90
	Optional Office Hours	• Thursday, June 19th, 2025 - 3 PM EST • Thursday, June 26th, 2025 - 3 PM EST	60 60
	Assigned Courses	• Leading the Organization • Leading Change and Innovation • Productivity & Stress Management • Coaching for Success	60 60 60 60
	Workshop Assignments	• OKR Worksheet • OFTA Worksheet	— —
	DEADLINE	OKR & OFTA Worksheet Task Deadline & Submission	—

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3 Discovering with Others   July 9th – August 24th

Week	Items	Description	Duration (minutes)
Weeks 12 – 16 **July 23rd – August 24th**	**Workshop 3 – Discovering with Others** Wednesday July 23rd 2025, 6:00 – 7:30 PM EST	• The "Discovering with Others" workshop will discuss EI coaching, its connection to CFR, and it's various EI roadmap applications. The workshop will also address the Acahkos Plus Challenge and it's various case study approaches for learning. Team Collaboration in Emotional Intelligence. • **Communicating OFTA/ OKR Model Assignment Feedback.** • **Collaborative Project for Acahkos Plus Challenge**	90
	Optional Office Hours	• Thursday, Jul 31, 2025 - 3 PM EST • Thursday, August 7, 2025 - 3 PM EST • Thursday, August 14, 2025 - 3 PM EST • Thursday, August 21, 2025 - 3 PM EST	60 60 60 60
	Assigned Courses	• Resilience and Relationship Management • The Diversity, Equity, and Inclusion Conscious Organization	60 60
	Workshop Assignments	• Refine Yourself Final Exam • Acahkos Plus Challenge (Group Activity)	60 60
	DEADLINE	• Refine Yourself Final Exam Final Deadline	60-90

4 Lead with Excellence   August 27th – September 14th

Week	Items	Description	Duration (minutes)
Weeks 17 – 21 **August 27th – Sept. 14th**	**Workshop 4 – Lead with Excellence** Wednesday August 27th 2025, 6:00 – 7:30 PM EST	• The Lead with Excellence workshop will feature a cumulative case study review for the Acahkos Plus Challenge, and will feature group presentations, discussions, and overall reflections of the learning journey and experience for the Refine Yourself program. • **Final Group Presentations for Acahkos Plus Challenge.** • A presentation template will be provided for each group to present their unique cases to the program participants.	90
	Workshop Assignments	• Submission & Final Group Presentation for Acahkos Plus Challenge	60

+ Optional Courses A   Social Emotional Learning Electives

Items	Description	Duration (minutes)
Knowing & Handling My Emotions	In this course, you'll continue learning about important emotions that everyone experiences, and you'll practice tools to help you handle your emotions, which will put you on the path to developing self-mastery! By knowing yourself better, you will become more able to interact calmly, independently, and confidently with other people, both at work and at home. Furthermore, by applying the self-mastery knowledge, skills and strategies that this course covers, you will experience improved satisfaction with your job, career, and life. Your contributions in the workplace will be more professional and have a greater positive impact.	120
Adaptability in the Workplace	The purpose of this course is to equip you with the knowledge, skills, and tools to become more adaptable in the workplace and life as adaptability is a transferable skill.	120
Positive Attitudes in the Workplace	The purpose of this course is to equip you with knowledge, tools and practical strategies that will help you develop and maintain a positive attitude so that you can elevate both your professional and personal success.	120
Empathy at Work	The purpose of this course is to equip you with the knowledge, skills, and strategies to develop and harness empathy at work, which will help you harvest better relationships and contribute to creating a more productive, inclusive, and satisfying modern workplace.	120
Interpersonal Relationships for Workplace Success	The purpose of this course is to equip you with knowledge, tools and strategies that will help you strengthen your interpersonal relationship skills and leverage them effectively at work.	120

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+ Optional Courses B

Respectful Workplaces Electives

Items	Description	Duration (minutes)
Race & Culture in the DEI Workplace	Whether you are working to lead a multicultural and/or multilingual workforce or exploring your own attitudes and unconscious biases around racial diversity and inclusion as a manager or supervisor, this course will assist you in learning more about yourself and the possible racial and cultural perspectives within your organization. To begin we will explore: Frequent misconceptions about race, culture, and ethnicity, 'Defensiveness' and how it can hinder anti-racism, The intercultural continuum, and, 7 types of racism and antiracism that may exist in your organization. Not purely an abstract exercise in personal attitudes on this topic, included is a highly practical guide for answering questions about culture & racism in the workplace and facilitating critical conversations on diversity, equity, and inclusion with your team.	120
Multicultural & Multilingual Leadership	The Multicultural and Multilingual Workplace Managers working with multilingual and multicultural teams face unique challenges but are also presented with exciting opportunities to elevate diverse knowledge bases and cultural identities to produce high-functioning teams. This highly practical course will look at meaningful and transformative ways to engage your multilingual team and offer key supportive techniques when managing English as a Second Language (ESL) speakers on your team, notably in team meeting settings.	120
The Disability-Friendly & Neurodiverse Workplace	Virtually all organizations have employees who live with visible and invisible disabilities, as well as individuals with neurodiverse exceptionalities. This course will focus on modern terminology and strategies that are evolving to better support these individuals, along with identifying 4 models of disability: Medical Model Social Model Affirmative Model Rights-Based Model Part of the discussion in the course will be considering how thoughtful awareness and meaningful support by managers (often posing very limited fiscal investment) can transform employees with intellectual, physical, sensory, and/or mental disabilities into high-functioning and highly committed team members in an organization.	120
Growing your Gender-Friendly Vocabulary	Gender-related terminology is steadily growing in the academic world, pop-culture, and in the DEI conscious workplace. Key to understanding these terms, their usages, and the thinking behind them is, distinguishing between three key concepts: biological sex, gender identity, and sexual orientation. Feeling comfortable in navigating this transitioning communication landscape and cultural shift is job critical for any supervisor or manager hoping to ensure that all employees are well-supported and respected in their workplace roles. This course will explore key gender definitions, language approaches, and thoughtful practices in the new gender landscape, in a way that is accessible for all.	120
Leading Diverse Teams	This course explores how organizations with diverse teams, at all levels, consistently outperform others. To be competitive, businesses need to employ productive and innovative people, as uncompetitive and underperforming organizations often do not have a long future. The way forward is to change workplaces to incorporate and support individuals with potential functionality limitations so that they can be fully productive and comfortable. By increasing the knowledge and capacity of managers, HR professionals, and leaders to be Disability Inclusive, organizations can proactively engage in strategies to enhance the employee experience for all, and accelerate the likelihood of success.	120
Building an Inclusive Team Culture	Creating an inclusive and supportive work environment is essential for optimizing performance when developing your teams. If people feel comfortable with their colleagues, in their environment, and in their role, it creates a safe space for every employee to reach their full potential. Fostering a sense of community and belonging in a workplace is a key component to ensuring individuals feel valued and supported at work. This is an important skill for a leader at any level, from supervisor to CEO. Better performance and productivity result if individuals feel they are valued members of your team and your organization.	120

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