



# Emotional Intelligence

Emotion is instrumental. It shapes the way we act, react, and impact the people around us. In this programme, you will improve your self-awareness, more healthily manage stress, turn conflict into collaboration, while building resilience, optimism, and sustaining your relationships with others in the workplace.

**TARGET AUDIENCE:** ALL LEVELS OF THE ORGANIZATION

## Learning Objectives

Demonstrate a clear understanding of emotional intelligence.

Differentiate between Emotional Intelligence (EI) and Intelligence Quotient (IQ).

Make connections between mental models and current thoughts, attitudes and behaviours.

Familiarize yourself with the EQ –i 2.0 report, and begin to interpret the report and its implications.

Demonstrate a deeper understanding of the 15 skills required to develop Emotional Intelligence.

Internalize the steps and processes key to strengthening Emotional Intelligence.

Develop a personal action plan based on needs identified in the EQ-I 2.0 report and based on insights gained during sessions.

PLATFORM **ZOOM**

FORMAT **VIRTUAL INSTRUCTOR LED**

DATE **06, 07 & 08 FEBRUARY 2024**

TIME **8:30AM-12:30PM AST**

COST **\$415 USD**

**REGISTER BY: 30 JANUARY 2024**

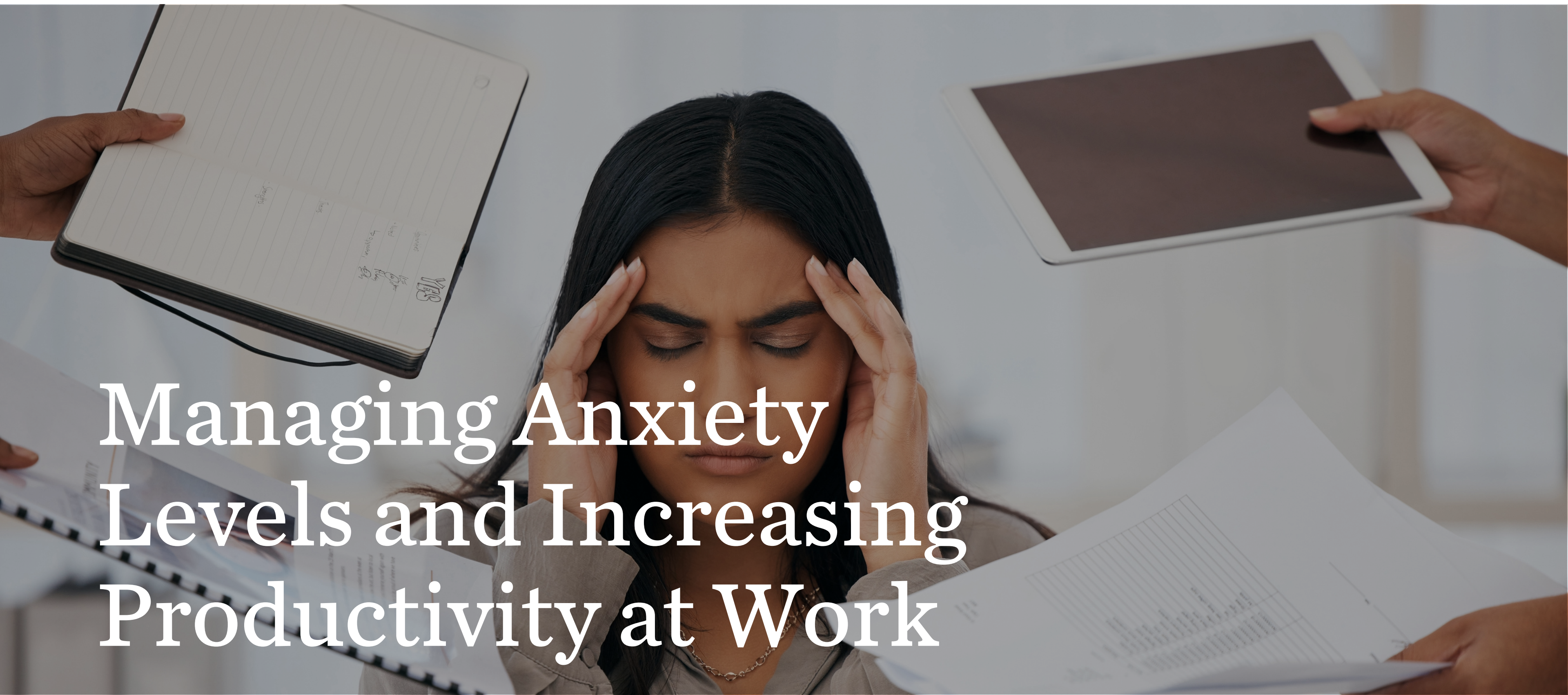
### MEET YOUR FACILITATOR



**Hulsie Bhaggan**  
Management Consultant  
and Motivational/Life Coach

For more details email: [mli.enrollment@massygroup.com](mailto:mli.enrollment@massygroup.com)

A Force Of Nurture



# Managing Anxiety Levels and Increasing Productivity at Work

Researchers have dubbed our era the “age of anxiety.” While short bursts of stress can be productive—and are a normal human reaction—sustained stress can negatively affect all aspects of life. In this interactive session, gain the skills you need to become more balanced, more productive, and most importantly, happier and healthier.

**TARGET AUDIENCE:** ALL LEVELS OF THE ORGANIZATION

## Learning Objectives

Explore the natural purpose of anxiety and gain insight into the body’s stress response system.

Understand and be able to identify the signs of anxiety that you or someone else may exhibit and determine whether further intervention is required.

Recognize the various ways anxiety impacts our lives.

Examine strategies informed by the mind-body connection and learn how to manage anxiety while working within a team.

Overcome procrastination and discover the tools to keep you motivated.

Understand the strategies needed for honing your personal time management skills and the importance of developing an action plan.

PLATFORM	ZOOM
FORMAT	VIRTUAL INSTRUCTOR LED
DATE	15 FEBRUARY 2024
TIME	9:30AM-12:30PM <b>AST</b>
COST	<b>\$120 USD</b>
<b>REGISTER BY: 12 FEBRUARY 2024</b>	

### MEET YOUR FACILITATOR



**Joana Matthews**  
Counselling Psychologist & Educator

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# Introduction to Occupational Safety and Health & Business Continuity

The world is, if anything, unpredictable. In these times — and, arguably, at any time — a thorough understanding of Occupational Health & Safety is crucial to moving forward. This programme is designed to provide participants with basic knowledge and understanding of responsibilities guided by varied, relevant legislation across the region. You will leave with insight into the importance of building operational resilience to withstand operational impacts.

**TARGET AUDIENCE:** ALL LEVELS OF THE ORGANIZATION

## Learning Objectives

- Define and understand the roles and responsibilities of employees and employers regarding health and safety.
- Discuss management systems and the importance of identifying hazards and risks.
- Understand and discuss the hierarchy of control.
- Recognize the significance of operational resilience in building continuity.
- Examine the impact of crises such as global pandemics on the continuity of business operations.

PLATFORM	ZOOM
FORMAT	VIRTUAL INSTRUCTOR LED
DATE	15 FEBRUARY 2024
TIME	9AM - 12NOON <b>AST</b>
COST	<b>\$120 USD</b>
REGISTER BY: 12 FEBRUARY 2024	

MEET YOUR FACILITATOR



**Marise Johncilla**  
Principal Consultant  
The Serenon Group Limited

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# Mastering the Fundamentals of PowerPoint

Learn How to Create Captivating, Powerful and Functional presentations

Do you have little to no experience working with Microsoft PowerPoint but would like to learn how to create eye-catching presentations? If so, then this 1-day workshop is for you! In this workshop, you will learn the step-by-step process to create captivating presentations that stand out! Learn how to add and format text, insert visual images and graphics, use animations and other effects to visually display your data. You will also discover the best practices to delivering dynamic, professional presentations.

**TARGET AUDIENCE:** ALL LEVELS OF THE ORGANISATION

## Learning Objectives

- Understand the purpose, key features and uses of Microsoft PowerPoint.
- Learn how to manage and edit slides using the outline view and slide sorter, along with how to create notes.
- Make use of Charts and SmartArt to visually display information and understand how to import data from sources such as Excel and Word.
- Learn how to add templates, create designs, customise layouts and use the slide master feature.
- Discover how to animate text, using Entrance, Emphasis and Exit Animation and slide transitions.
- Learn how to build and print speaker notes, as well as printing handouts for your audience.

PLATFORM

ZOOM

FORMAT

VIRTUAL INSTRUCTOR LED

DATE

20 FEBRUARY 2024

TIME

9AM - 4PM **AST**

COST

**\$260 USD**

REGISTER BY:

15 FEBRUARY 2024

### MEET YOUR FACILITATOR



**Bentley Beckles**

Director  
Advantage Caribbean Institute Ltd.

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# Listen Like A Leader

## Virtual Edition

Good leaders speak. Brilliant leaders listen. Drawing from global manufacturing company Barry-Wehmiller’s philosophy of “truly human leadership”—which measures success in terms of impact on people, instead of simply impact on bottom line—this course will equip you with skills to improve your relationships in the workplace and everyday life.

**TARGET AUDIENCE:** ALL PEOPLE LEADERS

### Learning Objectives

Self-reflect and understand how a temporary shift in behaviour can improve your relationships with others.

Leverage the art and science of the communication cycle to build bonds, increase understanding and improve relationships with others.

Understand the power of non-verbal communication and embrace the “I am the message” mantra.

Practice the skills of empathic listening to help others truly get what they need.

Practice constructive confrontation in order to meet your own needs.

PLATFORM **ZOOM**

FORMAT **VIRTUAL INSTRUCTOR LED**

DATE **21, 22 & 23 FEBRUARY 2024**

TIME **8:30AM-4:30PM AST**

COST **\$960 USD**

**REGISTER BY:** 09 FEBRUARY 2024

### MEET YOUR FACILITATORS



**Audra Mitchell**  
Vice President - Group Learning and Development  
& General Manager - MLI



**Earl Boodasingh**  
Leadership and Executive Coach

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