

Training in Basic Emotional Intelligence
PCC@CLSU, Science City of Muñoz
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Class e-Journal



Training in Basic Emotional Intelligence Class e-Journal

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Training in Basic Emotional Intelligence:
Class e-Journal



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Foreword 1

I am happy that CCLFI—a service provider that assisted PCC in the past—volunteered to provide training for the students in basic emotional intelligence or EI. According to CCLFI, when companies hire new graduates, they are looking not only for a good academic record but also for indications of emotional skills such as teamwork, initiative, and stress management.

I am doubly happy because, besides the Central Luzon State University, PCC@CLSU attracted other schools to send their graduating students for on-the-job training with us: Bataan Peninsula State University, Cavite State University, and Marinduque State College, and to allow them to be trained in EI at the same time.

PCC@CLSU provided the venue, transportation, and staff to assist in organizing and facilitating the sessions. CCLFI provided the mentors, learning materials, and a learning support website.

This Class e-Journal was proudly produced by the students during the course of their training. It chronicles their learning journeys—their difficulties, discoveries, and fun. It records their memories at PCC@CLSU that they will treasure in the years to come.

I recommend this e-book to students, teachers, and school administrators alike. It shows how partnerships—such as that between PCC@CLSU and CCLFI—can be productive, innovative, and socially beneficial.

Dr. Ericson Dela Cruz
Regional Center Director, PCC@CLSU
Philippine Carabao Center
Department of Agriculture

Foreword 2

Talent Management in any organization is composed of three (3) major functions: Talent Acquisition, Talent Development, and Talent Retention. During the world pandemic, these major functions were seriously challenged as to their importance and relevance to enable the sustainability of organizations. Such buzzwords as quiet resignations or great resignation, hybrid workplace and mental health issues, talent mobility, and the future of work were all complexities and outcomes arising from the pandemic which challenged long-established structures and processes of the pre-pandemic world. Today the new normal in managing talents and restructuring work processes, and the environment have demanded so much from all of us both employees and employers. The demand for talent has substantially changed from rigid technical hard skills to more holistic soft skills.

When corporations hire new graduates, they are looking not only for high grades or good academic performance, but also for positive attitudes, initiative, ability to manage stress, teamwork, and other emotional skills. And today, more and more corporations are hiring for attitudes more than technical skills.

Our educational system has two major problems. First, schools are focused too much on teaching technical skills and practically forget emotional or soft skills. Second, the selection process in recruitment and for career pathing purposes such as interviews and tests are not enough to make the right selection criteria in determining an applicant's emotional competencies.

At CCLFI, we are very happy to announce that we have started to develop a way to train students in basic emotional intelligence or EI competencies and to provide a corresponding competency certification that can help employers make better hiring decisions. Such graduates are being prepared

to meet the demands of the organization in the new normal. We believe that the strongest way to make a sustainable future is to create resilient solutions to align the new pool of talents to become more self-aware of their beliefs, assumptions, and motivations.

Rommel Breccio J. Ancheta
Board Member, CCLFI
Immediate Past President, Philippine
Society for Talent Development
Vice President for HR (retired), Intellicare
Group of Companies

Preface

On February 14, 2022, CCLFI¹ launched a book co-created by a group of twenty volunteer friends, “Our Hearts and Minds Together: a Practical Handbook in Emotional Intelligence” (Balboa Press, 2023). It was initially motivated by our desire to help people suffering from emotional distress due to the pandemic. Although it was based on the 12 competencies in emotional intelligence (EI) identified by 15 world experts, we wanted to avoid academic or intellectual understanding of EI and instead focused on how to gain skills that can be practiced daily by EI learners.

The group felt that reading a book is not enough, especially for young people whose attention is on finishing a degree and getting a good job. EI is an important criterion for hiring new graduates. The

¹ Community and Corporate Learning for Innovation, Inc. is a social enterprise dedicated to advocating and providing services in organizational and personal learning, and knowledge management for productivity and innovation.

lady vice-president for human resources of a multinational bank in Makati City said, “I hire for attitude, and I train for skills.” Yet, EI is hardly touched in university curricula.

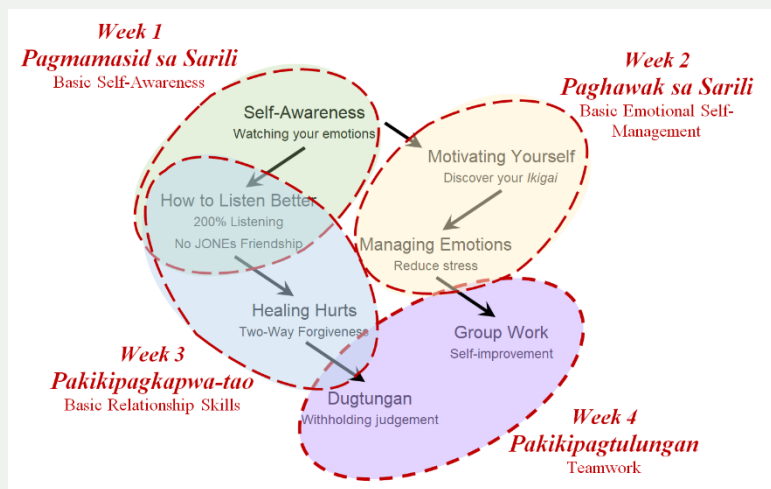
This learning gap motivated the partnership between the Philippine Carabao Center Regional Office for Central Luzon, the PCC@CLSU, and CCLFI to enter into a voluntary partnership whereby CCLFI provides training in basic EI to graduating students who are undergoing on-the-job training at PCC@CLSU. The partnership to provide EI training services was a public service by the two organizations.

This e-journal produced by the pioneering class is the product—a chronicle and testimony to how the training was received and experienced by the students.

Serafin D. Talisayon
CEO, CCLFI
22 May 2023

Introduction

The four weeks available for EI practice were devoted to practicing eight basic EI skills, or two practices each week. This diagram shows the flow of learning processes.



Week 1 on Self-Awareness (*Pagmamasid sa Sarili*) consists of constantly observing one's feelings or emotions (Practice 1) and watching one's thoughts while listening to another (Practice 2 on 200% Listening).

The two practices during Week 2 on Basic Emotional Self-Management (*Paghawak sa Sarili*) are Managing Stress (Practice 3) and Discover Your *Ikigai* (Practice 4). *Ikigai* or “life purpose” in Nippongo is a proven Okinawan philosophy and practice that naturally leads to high motivation, productivity, and a sense of fulfillment. It is expected that the student continues the earlier EI practices while learning new EI skills

Week 3 deals with Basic Relationship Skills (*Pakikipagkapwa-tao*). Practice 5 on No JONEs Listening builds relationships while Practice 6 on Two-Way Forgiveness heals broken or problematic relationships.

The ability to work in a team, or being a good team player, is a priority skill sought by many companies when they hire new staff. Week for is on Teamwork (*Pakikipagtulungan*). Innate expertise and work interests from Practice 4, and preferred perceiving, thinking, and working styles using MBTI are used in an intelligent way to work together as a team.

Practice 7 is Team Planning and Practice 8 is Team Implementation. The students are organized to work together in teams to produce a real-world and meaningful output: this Class e-Journal.

Practices

Practice 1—WATCHING YOUR EMOTIONS

Christine Nallada, Ezelle Ferraren, Sheng Linao,
and Jester Floresca

Emotional intelligence (EI) training involves developing skills to recognize and manage one's own emotions, as well as the emotions of others. One of the key components of EI is self-awareness, which involves being able to identify and understand one's emotional states. In EI training, a crucial part of developing self-awareness is learning to "watch" one's emotions. Watching your emotions is a critical skill in developing emotional intelligence, as it enables you to regulate your emotional responses and behave in ways that are appropriate and productive.

In today's fast-paced and high-stress world, it can be easy to become overwhelmed by emotions and react impulsively at the moment. However, watching

your emotions involves stepping back from the situation and observing your emotional experience without being attached to it. By doing so, you can gain a greater understanding of your own emotions and how they impact your thoughts and behaviors.



“Emotions aren’t permanent and certainly, we are not our emotions.”

Overall view, watching your emotions is a valuable component of emotional intelligence, and can help you develop greater self-awareness, self-control, and emotional resilience. It is an important skill to

cultivate for personal and professional growth and can lead to more meaningful relationships, better decision-making, and more fulfilling life.

WHAT WE EXPERIENCED

Last April 24, Monday, Sir Serafin and Ma'am Raquel were introduced to us as our mentors in our Emotional Intelligence Training. During our first meeting, we introduced ourselves by telling our names and sharing something unique or interesting about us. Afterward, Sir Serafin introduced and explained to us what we should expect and also the timeline of events for the whole duration of this training. He started our training tackling Practices 1 & 2 wherein Practice 1 talks about "Being aware of our feelings" and Practice 2 was all about "200% Listening".

In Practice 1, he told us to set our alarm at least five times a day and be aware of what we are feeling right at a certain moment and share it on our group chat on Messenger. While on Practice 2, he explained to us the essence of practicing what we

call “200% Listening” wherein, we give 100% attention to what the speaker says and also another 100% attention to what we feel or think internally. After almost two hours, the meeting ended.

Then, on April 26, at 1:30 PM, we had a quick catch-up with Sir Serafin via Zoom wherein he just asked us what were our concerns and reminded us of our task for the week which is our learning journal. After this, we ended the meeting and communicated only via messenger.

OUR OBSERVATIONS, INSIGHTS, AND LESSONS

In Practice 1, we’ve observed that being aware of your feeling or emotion right at a certain moment wasn't as easy as how we’ve perceived it to be. In this busy world, where everyone is moving and figuring their life out as each day passes by, it is quite challenging to add to your plate the obligation of distinguishing your emotion when all you feel is plain blank and you don’t want to stress yourself with it. However, little did we know, by just letting

our emotions pass without giving attention to them, swallow us and create an image that is not true to us. The life that we have right now is something that we've chosen and we are not to blame other people for it because it's us who chose those reactions that we've shown towards others. As Sir Serafin quoted, "You cannot control something unless you first observe it" This makes sense because if we just put enough attention to what we feel every single day then we have the power to control our reactions to different things around us. Also, if we master the art of distinguishing our feelings every single moment, eventually, we will be the ones controlling our emotions and not the other way around.

PROBLEMS AND SUGGESTED SOLUTIONS

There weren't that many problems that we encountered. Perhaps, the only struggle that we've encountered is pointing out what we are feeling at a certain time of the day. Maybe, time management could be an issue because we did not give enough time for ourselves to digest the emotion we were

feeling. That's why it became somewhat of a burden or stressful for us to engage with it. However, as we've said, if we just give enough time, let's say, 5 or 10 minutes for ourselves to ponder deeply what we are currently feeling, then as time passes by, our answer would come out naturally and it won't be burdensome.

Practice 2—200% LISTENING

Christine Nallada, Ezelle Ferraren, Sheng Linao,
and Jester Floresca

In the present world that moves at a rapid pace, effective communication has gained significant importance in establishing sturdy relationships, resolving disputes, and attaining success in both personal and professional spheres. Effective communication is a fundamental component of EI. However, listening is often overlooked, as many of us focus on what to say next instead of actively listening. The technique of 200% Listening involves giving 100% external attention to the speaker and 100% internal attention to oneself to understand the speaker's perspective better. This technique leads to empathy, curiosity, and an open mind, resulting in more productive communication and conflict resolution. 200% Listening is useful in building trust and respect in personal relationships, becoming a better leader in the workplace, and

improving one's emotional intelligence, ultimately leading to greater success in all aspects of life.



**“Barriers to listening are inside us,
not on the outside.” – Sir Serafin**

WHAT WE EXPERIENCED

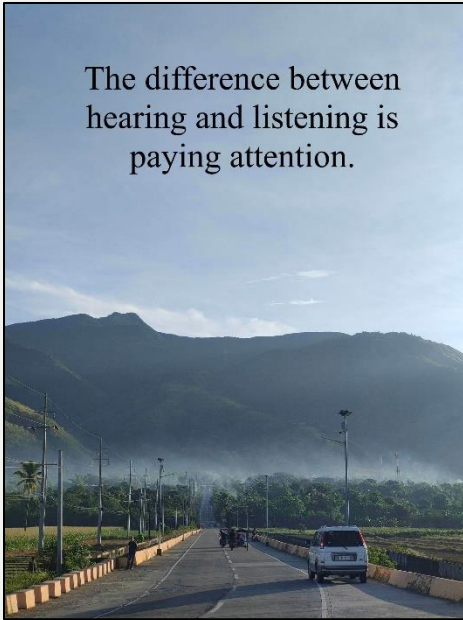
Listening to others is one of the best ways to create and build strong relationships. From it, we can form strong camaraderie with different people. However, oftentimes, the thing inside us was the one to hinder such an opportunity. The practice of 200 percent listening requires us to give our full attention, both external and internal. We must not just hear what

other people have to say but also analyze what they want to share.

OUR OBSERVATIONS, INSIGHTS, AND LESSONS

Our mind is a powerful mischievous wanderer. When conversing with others, there are no empty moments when we will only process what we have heard. There will always be a time when it wanders around and finds other things that seem interesting aside from what the person or people in front are sharing. Being a strong element, it can drag our attention away from other things to the point where we are only hearing what other people are saying, but in reality, we stop and never listen.

The difference between
hearing and listening is
paying attention.



Learning how to use 200 percent listening could be a great tool for everyone. Through it, we can develop various emotional responses that we can use while conversing with different people. As beings who need connections and belonging, we can use them to navigate the flow of conversation and end with a good relationship.

PROBLEMS AND SUGGESTED SOLUTIONS

Listening and, at the same time, maintaining our full attention in a conversation is difficult, especially if we are distracted by things that surround us, planning what we have to say next, or worrying about what others will think once we share our thoughts. These are the common things that make us bad listeners. However, we can still transform it from bad to better by doing the following:

- Be curious. Being curious about a topic can help us maintain our attention. With this, it allows our mind to process, absorb, and understand what the other person is saying.
- Ask a question. It will not only help us clarify things but also feed your curiosity.
- Repeat: Repeating what the speaker is saying with our own words can make long-lasting information.
- Avoid distractions. If you can cut it off, cut it off. And lastly,
- Practice. Because practice can make it perfect.

Practice 3—MANAGING STRESS

Ella Brigole, Maze Angeles, Nicky Berial, Miko Bugarin, and Troi Calderon

Emotional intelligence is the ability to identify and regulate one's emotions and understand the emotions the others. A high EQ helps you to build relationships, reduce team stress, defuse conflict, and improve job satisfaction. Emotional Intelligence Training is a set of practical knowledge and skills that help individuals to become fluent in understanding the language of emotions. The training aims at developing: Self-motivation. Productivity. Emotional intelligence is important at work so you can perceive, reason with, understand and manage the emotions of yourself and others. Being able to handle emotions gives you the ability to guide and help people, and it can help you be happier and more successful.

WHAT WE EXPERIENCED

DOPAMINE: increasing the dopamine level naturally is essential by exercising regularly and engaging in physical activity to improve mood.



ENDORPHIN is associated with feeling enchantment. It is called happy hormones, which are produced when we feel satisfied and excited.



SEROTONIN plays a key role in such body functions as mood, sleep, digestion, and sexual desire. It can be produced naturally with diet, exercise, sun exposure, and proper sleep.



OXYTOCIN: just a simple act of touch can boost oxytocin release. Giving a massage, cuddling, making love, or giving someone a hug leads to a higher level of oxytocin.

OUR OBSERVATIONS, INSIGHTS, AND LESSONS

“Never let a single thing cause you stress; instead, use it as motivation. your inspiration to work.” — Maybelle Tigolo

“Dito ko natutunan pakiramdaman at tanungin ang sarili ko kung ano nga ba ang gagawin ko para kahit paano ay maibsan ko ang negatibong emosyon at gawan ito ng aksyon.” —Nicky Berial

“Hanapin ang sarili at mas kilalanin itong mabuti sa paraan ng pakikinig at pagpapakatotoo sa tunay mong nararamdaman.” —Ella Brigole

PROBLEMS AND SUGGESTED SOLUTIONS

It's wonderful to hear that people have been sharing their insights on how they cope with stress and have found various activities that bring them happiness and relaxation. Music, jogging, walking, sleeping, and eating are all common ways for individuals to unwind and ease their minds.

Ma'am Raquel's suggestion of listening to music and doing poetry as a stress-coping mechanism is intriguing. It seems that her demonstration had a calming effect on the class, almost inducing sleep due to its relaxing nature. Engaging in creative activities like poetry can be a powerful outlet for expressing emotions and finding solace amid stress. It's great to see how different approaches can resonate with individuals and contribute to their overall well-being.

Exploring and trying different methods to find what works best for each person is essential in managing stress effectively. Encouraging a supportive environment where individuals can share their coping strategies and experiences can also provide inspiration and encouragement for others to find their own stress-relief techniques.

Many people struggle with managing their stress effectively, which can lead to increased levels of anxiety, depression, and overall mental health issues.

Solutions can be short-term such as those to trigger happiness hormones, as well as long-term such as time management, healthy lifestyle, flexible working schedules, and work-life balance. Serious problems may need professional help from psychologists or psychiatrists.

Practice 4—DISCOVER YOUR IKIGAI

Ella Brigole, Maze Angeles, Nicky Berial, Miko Bugarin, and Troi Calderon

Having a high level of emotional intelligence allows you to empathize with others, communicate effectively, and be both self and socially aware. How we respond to ourselves, and others impact our home and work environments. Emotional intelligence (EI) forms the juncture at which cognition and emotion meet, it facilitates our capacity for resilience, motivation, empathy, reasoning, stress management, communication, and our ability to read and navigate a plethora of social situations and conflicts.

The Japanese concept of *ikigai* reinforces the role that purpose plays in our lives. The word originated in Okinawa, Japan—a combination of *iki* meaning life, and *gai* meaning value or worth. Applying the *ikigai* framework to learning plays a fundamental part in increasing motivation, momentum, and focus.

OUR OBSERVATIONS, INSIGHTS, AND LESSONS

The concept of Ikigai encompasses well-being, life satisfaction, joy from doing something, and a sense of purpose. It's about feeling that your life is valuable and that you have an impact. Ikigai can be found in the smallest daily rituals and the biggest parts of your life like your job and the roles you have.

Based on my observations, most of our classmates are not familiar with ikigai. They do not even know their purpose in life. Doctor Talisayon gave us the 4 points to discover ikigai. The convergence of *ikigai's* four primary elements answered the questions about what you love (your passion), what the world needs (your mission), what you are good at (your vocation), and what you can get paid for (your profession). These questions help us to identify our habits, passion, and purpose in life.

In this topic, I've learned that we have different purposes in life. We have different

abilities/strengths that fulfill the emptiness/inabilities of each individual. Whenever you feel down in life, always remember that you are special. We have a special gift that came from our creator. All you must do is find it. Stop comparing yourself to your classmates/siblings/other people because we are born unique. When we focus on ourselves, we find our true power. The power and ability to change the world.

Learnings: "Always stay active, never retire "

He, who abandons the things he loves and knows how to do, loses the meaning of his life. That is why, even after having finished your "official" work life, it is essential to continue doing things of value, bringing beauty or usefulness to others, helping, and shaping our tiny world.

PROBLEMS AND SUGGESTED SOLUTIONS

We had difficulty finding our *ikigai*, even though we already have in mind what the steps were. Still, we had difficulty deciding whether our decisions were right. We weren't able to find their *ikigai* for the

whole week. But eventually, we're able to discover their own *ikigai*.

A problem is fear of change and taking risks, which can prevent individuals from pursuing their passions and finding their *ikigai*, resulting in a lack of fulfillment and growth. There are many possible solutions, but we can start by taking small “baby steps” and celebrating small wins. A support system such as the family can help.

Step by step, individuals can move closer to discovering their *ikigai*—a sense of purpose, fulfillment, and joy in their lives. It is important to recognize that the journey to finding one's *ikigai* is unique for everyone, and the process may require patience, self-exploration, and adaptation along the way.

Practice 5—NO JONES LISTENING

Jennilee Macaraeg, Francine Ritan, Jerome Ngo, Juno Josen, Maybelle Tigulo, and Arvin Montero

Emotional intelligence (EI) describes a person's capacity to recognize, understand, and control their own emotions as well as their capacity to understand those of others. A person with strong emotional intelligence is not only aware of their emotions but also able to verbalize them. They can figure out the effects of their emotions as well as how they may develop and change over time. An individual can better control their own emotions and the reactions and behaviors that go along with them if they are conscious of their own emotions. Empathy is the ability to be responsive to the feelings of others. A person should be aware of their surroundings and the emotions of others. Being able to put yourself in another person's shoes and experience their feelings is a requirement for empathy. It means you understand how they feel and experience their suffering as if it were yours.

Empathy is helpful in relationships with others in many ways. It gives the other person a sense of belonging when you express that you understand how they feel. It creates understanding in other people, and intimacy and trust are built based on understanding.

Engaging in mindfulness exercises is one method for doing this. An individual can use EI to understand and manage their own emotions as well as those of others. A person's emotional and physical health, as well as their ability to handle stress, can all be positively impacted by having higher levels of EI. Relationship development, interpersonal communication, and friendship keeping can all be aided by EI.

WHAT WE EXPERIENCED

No JONES Listening this week 3 of our training emotional intelligence, was meaningful. Why? Because, this taught us how we can communicate properly to someone soul to soul, and sincerely. Aside from that, this training taught us how we can

listen to someone with no regrets or hesitations. No JONES, means a lot, no judgment, no opinions, no needs, and no expectations to the speakers. This kind of training is what we need nowadays for us to grow more and to have a purpose. One of the purposes of life is to listen, for us to learn and to be educated. and if we learned the methods of no Jones, we will have a good commitment to someone's life and meaningful socialization.

OUR OBSERVATIONS, INSIGHTS, AND LESSONS

Practice 6 focused on relationship management. We must be good listeners to accomplish this since listening skills are a key component of effective communication, which will lead to a positive connection. After that, we will be able to learn how to listen with an open mind and an open heart, which requires no judgments, no opinions, no needs, and no expectations. When we say no judgment, it means that you only need to listen to someone who is telling a story. The only thing that matters is that

people express their sentiments, as long as you listen; therefore, you don't have to speak or offer an opinion in this case.

No JONES Listening should be used when offering someone advice on a life issue or when getting to know someone for the first time, especially when you are listening to them share their untold stories. I want to emphasize that, in general, even if we are not related to one another by blood, we can still easily give someone value. If we want to lessen their hardship, we can do this by paying attention to them and making them feel valued and loved.

PROBLEMS AND SUGGESTED SOLUTIONS

We tackled the No JONES Listening which is, No judgments, No opinions, No needs, and No expectations. In that week we need to practice the task No Jones listening twice while someone is sharing a difficult life problem with a close friend and someone you don't know very much. The difficulties encountered are looking at someone we don't know very much, it's hard to talk to someone

you don't know because it's embarrassing and what will he think and it is difficult to share a problem with someone you don't know yet. The solution or suggestion is to cheer up or give something to someone you want to talk to or say that it is for your training task and not to be afraid, and not to hesitate to share with you her problems.

Practice 6—TWO-WAY FORGIVENESS

Jennilee Macaraeg, Francine Ritan, Jerome Ngo, Juno Josen, Maybelle Tigulo, and Arvin Montero

Emotional intelligence training is a process designed to enhance individuals' ability to recognize, understand, and manage their own emotions and the emotions of others. It involves developing skills such as self-awareness, self-regulation, empathy, and effective communication. Through emotional intelligence training, individuals learn to identify and label their emotions, understand the triggers that influence their emotional responses, and learn strategies to manage their emotions healthily and productively. They also develop empathy, which involves understanding and sharing the feelings of others, and learn how to effectively communicate and build positive relationships based on emotional understanding. The training typically includes various exercises, role-playing, and discussions that help individuals develop a greater awareness of their emotions,

improve their emotional regulation skills, and enhance their interpersonal relationships. Emotional intelligence training can benefit individuals in personal and professional settings by improving their communication, decision-making, leadership, and overall emotional well-being.

WHAT WE EXPERIENCED

On May 8, 2023, Sir Serafin discussed Practice 6 of our Emotional Intelligence Training, which is two-way forgiveness. In this activity, we are assigned to reminisce about past or current events in our lives where other people hurt us or some unforgettable problems that happened in our lives. Healing is a process, and it does not happen instantly, but in this activity, we are going to have a heart-soul conversation with the people who hurt us or have sinned against us, wherein, in the end, the heavy emotional and spiritual burden you were carrying would be lifted away. On the other hand, Ma'am Raquel shared some ways in which she meditates herself in times when she is thinking about so many

things. She let us do it hand in hand, and after that, we felt at ease and relaxed.

OUR OBSERVATIONS, INSIGHTS, AND LESSONS

Chapter 6 is all about Two-way forgiveness, and is not a widely recognized term or concept. Forgiveness is generally understood as a personal process that involves one person forgiving another. It is a decision made by the person who has been hurt or wronged to let go of negative emotions, resentment, and the desire for revenge. Forgiveness can contribute to the healing and restoration of a connection when both parties are willing to engage in the process. In this sense, forgiveness can be seen as a mutual effort involving both individuals acknowledging the harm caused, expressing remorse, and rebuilding trust. This type of reconciliation and mutual understanding can help strengthen the relationship and promote a healthier dynamic moving forward. However, forgiveness ultimately remains an individual decision, and both

parties may have their roles to play in the process of forgiveness and reconciliation.

PROBLEMS AND SUGGESTED SOLUTIONS

Forgiveness depends on the depth of the wound or pain we have experienced. If it is shallow, we may be able to forgive the offender quickly. However, if it is deep, it will surely take a long time before we can forgive those who wronged us. We will go through much difficulty and sadness in our lives because we have a past that we cannot forget, and the pain we went through keeps coming back repeatedly.



"Allow yourself time to grieve, process, and gradually let go of the pain."

Forgiveness does not happen overnight, especially for deep wounds. Allow yourself time to grieve, process, and gradually let go of the pain. Acceptance of the past and the realization that holding onto resentment hinders personal growth can help in the forgiveness process.

Practice 7—TEAM PLANNING

Juno Josen, Michael Limos, Miko Bugarin, and Arvin Montero

Emotional intelligence means recognizing the efforts and input of others, which often requires action. Emotionally intelligent teams work to recognize each other's accomplishments, give credit and are therefore often more motivated with a better sense of purpose. You can work on this by creating a deliberate structure to encourage praise or giving credit to team members, creating team workshops and sessions to build missions and vision statements, and giving everyone the opportunity to thank each other at meetings. Good emotional intelligence gives teams the foundation to work together productively by creating a shared sense of empathy, ensuring that team members understand each other and their problems. It allows the team to prioritize communication and collaboration.

WHAT WE EXPERIENCED

We had a Zoom meeting with our mentor Sir Serafin Talisayon. He discussed Practice 7 about “ How Do You Work in a Team ”. The first thing he discussed was the “Head and Heart Approach ” to teamwork.



“Head and Heart Approach” to Teamwork

- **Understand** the unique skills/expertise, interests/passions and working styles of each member of the team; **respect** each other’s working styles and task preferences.
- Maximize the advantage from differences or diversity among team members
 - Match a task to the right team member → **s/he is happy** and productive
 - Make use and **appreciate** the unique assets of each team member.
 - **Understand** that preferred working style is innate in each person.
 - Some pairs like to work with each other; respect **co-working preferences**.
- Show the **worthiness, benefits, and meaning** of the team output.

The thing was to understand our unique skills or expertise and what passions and interests our style and how to work for each member of the team, we respect each other in terms of their working style and performance. This practice is all about knowing working styles in working as a team, and we need

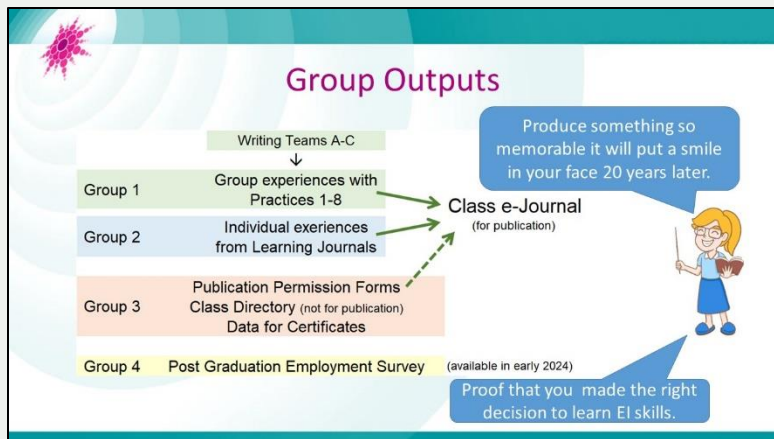
to know what a person is good at and how he can work with the team so we can know where a person will fit the task. MBTI is our style. MBTI is an aid in the understanding of social personality characteristics. Although there is no such thing as better or worse personality preferences. The MBTI can aid individuals in understanding strengths, weaknesses, and potential differences from others. After discussing with Sir Serafin Talisayon, he gave us our tasks for our last week of training in EI.

OUR OBSERVATIONS, INSIGHTS, AND LESSONS

“Teamwork starts with a trust “

In every decision that we make, we must know the things that will take place, we must know what will be the outcome if it is good or bad. That said, team planning is one of the most important things we need to do. As we all know, team planning is a strategic tool to measure how things should be done as a team. Team planning when it comes to making things successful needs the cooperation of each

member of a team. Team planning is a process of how to do things in a span of a long term. It involves a lot of effort for the overall projects, goals, and tasks. It provides a clear sequence of steps to be done. Also, team planning identifies the objectives, your objectives should be your goal. Instead of planning for a day-to-day process of a project, team planning allows you to see the bigger picture of your long-term goals.



Good, perfect team planning makes your hopes into actual goals. For instance, the team planning process starts with a simple discussion of the things

that should be done, the planning step should be the next after you discussed the needs, then after the team planning step, you will undergo the creation of plans and after you created the plans, you and your team should be reviewing the plan before executing it.

PROBLEMS AND SUGGESTED SOLUTIONS

Team planning can help with team development and reduce disruptive staff churn. It provides a platform for individuals to use their unique strengths and be recognized for their contributions. It also helps identify opportunities for skill development within your team, so you're fit-for-purpose and future-proof. Planning is difficult because predicting is hard. Of course, predicting is a lot easier when you have more information, but usually, we have far less than we'd like, so planning is hard because of limited information. Planning is a prediction problem and an information problem.

This stage of team development is known as brainstorming. Brainstorming is the most difficult

and unproductive of the five stages of development, but it is nevertheless vital to the team development process

- Lack of clarity.
- Trust issues.
- Personality conflicts.
- Withholding information.
- Lack of communication.
- Reduced engagement.
- Excessive staff numbers.
- Interior competition.

Team planning is the process of working together to create priorities and goals for your team. Team strategy planning also involves determining how to allocate your resources and energy when it comes to various projects.

- Define and understand your goal.
- Select the members and assign roles and responsibilities.
- Appoint the general tasks.

- Set expectations and guidelines.
- Measure and review.

Practice 8—TEAM IMPLEMENTATION

Juno Josen, Michael Limos, Miko Bugarin, and Arvin Montero

Emotional intelligence is critical in teams because it allows members to recognize, understand, and act on both their emotions and the emotions of others. Ultimately, it controls how team members work together, communicate, and treat one another. While EI is a well-known trait of those in management positions, the same holds true for teams. Emotionally intelligent teams are more efficient, collaborate more effectively, and communicate clearly. Therefore, actively encouraging and developing EI within workplaces can help maximize team productivity and motivation. Emotional intelligence increases a worker's ability to make good decisions, develop and maintain collaborative relationships, cope well under pressure, and handle constant change, all of which are important skills to possess within the workplace.

WHAT WE EXPERIENCED

Practice 8 is all about team planning every group member recalls his/her MBTI type. The group leader has designated manage the implementation of the group action plan and then during implementation observe the following: If you are F type which is help ensure harmonious relationships among the team, If you are S type and N type which is help attend to details and in drafting the report if you are E type which is hell getting assistance from PCC and outside parties. The last that could be observed is if you are S type, assist the group leader such as reviewing the draft of the report and ensuring the action plan is implemented.

OUR OBSERVATIONS, INSIGHTS, AND LESSONS

Planning, monitoring, visualizing, and designing resources are one of the methods used to obtain efficient learning toward student academic growth. This process, when implemented in the workplace, enables both students and educators to perform their roles and specific tasks. Exercising flexibility,

communicating well, and sharing ideas with one another through socializing is one of the expected outcomes after the process of the methods used. These fundamental attributes may be considered the topmost skills which an individual in a workplace should have, to create a positive atmosphere as well as to build good teamwork within the vicinity. Indeed, this method is quite essential in a certain workplace—first, not merely to create good fellowship among students and educators, but to ameliorate one’s skills and knowledge as well. In addition to that, the colloquy among the entire workplace may lead to the betterment of a particular plan and idea—wherein they could learn through one another. And last, both the educators and students within the workplace would be able to classify either the skills or strengths of a single individual to monitor the efficiency of the methods applied. However, ratifying this process may be a bit arduous to accomplish yet with great perseverance and willingness—the juxtaposition of the idea, skills, and knowledge itself could be done

towards better output, excellent performance, and well-equipped skills.

PROBLEMS AND SUGGESTED SOLUTIONS

Implementation teams are groups of stakeholders who actively oversee, manage and support the process of implementation within a company. Implementation is the process of executing planned, intentional activities that turn evidence and ideas into real policies or processes that affect everyone in the organization. Deeply rooted traditions and cultures around food. Lack of trust for medical professionals and outsiders. Social beliefs around certain behaviors.

Disengagement is one of the most common challenges of group work faced by everyone in the workplace. Teams tend to get disengaged when there's a lack of proper direction or vision. Imbalance in the allocation of work.

- Such an imbalance can arise because of one or two teams.

- Members take on all the work and others are left with nothing to do.
- Disorganized final products.
- Criticism and conflict.
- Poor communication.
- Academic integrity.

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Our Learning Experiences in the Emotional Intelligence Training

Troi Calderon, VJ Cabanilla, Francine Ritan, Jester Floresca, and Den-Den Talplacido





MAZE Angeles

“The practice of empathy has proven to be another method for managing emotions. to actively listen, I must be completely present and refrain from any interruptions or distractions.”



MAYBELLE
Tigulo

“Never let a single thing cause you stress; instead, use it as motivation. your inspiration to work harder and a reason to keep you moving forward.”



CELLCIE
Salvador

“Being a good and active listener is essential for effective communication and avoiding misunderstandings at work.”



CHRISTINE
Nallada

“We’ve
struggled a lot
and we deserve
all the blessings
that we have.”



JEROME Ngo

“Maging handa
tayo lagi sa mga
pagsubok na
darating sa
buhay natin
dahil hindi lahat
ng pagsubok ay
may sign upang
mapaghandaan
mo ito.”



ARVIN Montero

“Kakayanin
kahit ano basta
para sa
pangarap.”



SHENG Linao

“Forgiveness is a personal journey, and it's entirely valid to choose the path that feels right for you.

Whether you decide to forgive or not, what matters most is that you prioritize your well-being and make choices that align with your values and emotional health”.



MICHAEL
Limos

“Kahit pot-pot
dating din na
ang ibig sabihin
ay kahit
mabagal
makakarating
din”.



JUNO Joson

“With a simple day, we can make it meaningful and productive.”



EZELLE

Feraren

“Being aware of
what we feel,
can be
sometimes easy
but most of the
time it is hard to
describe.”



MIKO Bugarin

“Success is not final; failure is not fatal. It is the courage to continue that count.”



ELLA Brigole

“Hanapin ang sarili at mas kilalanin itong mabuti sa paraan ng pakikinig at pagpapakatotoo sa tunay mong nararamdaman.”



JESTER
Floresca

“Alam ko sa sarili ko na lahat ng pagod na aking pinagdadaan ngayon ay magiging ginhawa ko sa pagdating ng panahon “



FRANCINE

Ritan

“Forgiveness
takes time
because healing
does not happen
instantly.”



JOHN Talplacido

“Kumain pag
gutom. Matulog
pag inaantok.
Magpahinga pag
pagod’ Magrelax
pag stressed.
Umiyak pag
sobra na.
Umaray pag
masakit na.
Ngumiti pag
tapos na.
Tumawa pag
masaya ka.
Life is short,
hayaan mong
kilalanin ka ng
iba kung ano ka
hindi kung sino
ka.”



TROI Calderon

“Ang pagiging
good listener ay
makakatulong
upang mas
mapa-gaan at
mapabilis ang
ating mga
gawain.”



NICKY Berial

“Dito ko natutunan pakiramdaman at tanungin ang sarili ko kung ano nga ba ang gagawin ko para kahit paano ay maibsan ko ang negatibong emosyon at gawan ito ng aksyon.”



JENNILEE
Macaraeg

“Hindi
nasusukat sa
dami ng
kaibigan kung
ikaw ba ay
mabuting tao
sapat ng
kakaonte sila
basta sila ay
totoo.”



MIKEE Antonio

“Always try
your best, no
matter how
unjust life is.”



VAN
JEFFERSON
Cabanilla

“Huwag sumuko sa kahit anong hirap ng sitwasyon, dahil sa bandang huli ay pagsisihan mo ito kapag hindi mo ito ginawa.”