Emotional Intelligence at Work For New Job

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OVERVIEW

MOOD

"Mood ON Design – Mood OFF Design "

Design, Re-design and Multi-design and Trance design

Transpires acting as a switch to positive and negative reinforcement for:

LIFE: "Lift it for Future Endurance"

This intelligent at work – New Job – Vol. 1 is edited and written in association with "Pune Institute of Business Management "Pune, for guiding the students and new job aspirants to make a right move in the initial period of their career when they joins a new job or a new organization.

The research is published in order to find relationship between emotional intelligence and work attitudes, behavior and outcomes to regulate performance and maintain good relation between all the team members in an organization. This study attempts to narrow this gap by empirically examining the extent to which senior managers with a high emotional intelligence employed in public sector organizations develop positive work attitudes, behavior and outcomes. The results indicate that emotional intelligence augments positive work attitudes, selfless behavior and work outcomes, and moderates the effect of work-family conflict on career commitment but not the effect on job satisfaction. This research has understated some critical ways of management styles

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and control over emotions and expresses the feelings with the fellow mates, which would result in a great team work. As a result the individual calmness of mind develops and in order contributes to the organizational excellence at work by turning on the positive mental status.

Introduction

Emotions in the workplace play a large role in how an entire organization communicates within itself and to the outside world. Even at work have real emotional impact on performance. The consequences of emotional states in the workplace, both behavioral and attitudinal, have substantial significance for individuals, groups, and society "Positive emotions in the workplace help employees obtain favorable outcomes including individual achievement and so which drives the organization performance in the market. On the same hand negative emotion even with one of the team member or employee can completely disrupt the system. And so as downsize the performance of the organization.

Emotions are controlled by the emotion driver or the engine to be precise is our **"MOOD" - "Mind ON and OFF Design".**

And the energy to the emotions engine is motions.

a) **Positive Motions**
b) **Negative Motions**

Mind is a very simple system without any program written on it designed for simplicity, However when it comes to LIFE.

LIFE: "Lift it for Future Endurance"

The above statement "Lift it for Future Endurance" is the cause behind the MOOD. i.e an individual work for it.

Individual in order to target "LIFE" tries to Re-Design and Re- Frames the structure of mind.

With the certain coarse of time once we enter into real work situation in order to attain "LIFE" we as an employee tries to drive our self with positive Motion in fact in the initial stage of any work the design was very simple as the character involved around us is less and bare minimum to however as the time passes by the slowly and steadily the character involved increases, so as the type of emotions. The mind start to cultivate different types of thought form different

character "Some Positive and some Negative" . Our reactions and response to the particular character defines weather we enter in "MOOD".

We all have a certain level of emotions to every action that takes place around our life

Every Human Being carries % degree of emotion on his or her mind once enters into a job.

Every time we enter a new job, we go through some common outcomes

Excitement comes first and we enter into a **MOOD**, SO as re-design starts

…. "Oh my god…., **I can't believe I got it!" :: ON Design::**

As a consequence, we go out and celebrate with family and friends, and you're excited about all the new possibilities …and further the **design, re-design and multi-design and trance design** happens so as acting as a switch or positive reinforcement to:

LIFE: "Lift it for Future Endurance"

After that, however, the alarm instigates.

… "Oh my god, **what if I can't do the job?" :: OFF Design::**

As a consequence, we start to get nervous about your new responsibilities, the new corporate culture, and the new people with whom we'll be working. …and further the **design, re-design and multi-design and trance design** again materializes so as acting as a switch to negative reinforcement to:

Now the point is winning over our **"MOOD" - "Mind ON and OFF Design".**

Or

To be emotionally pre- designed and intelligent at work

Mind ON design for Time

We become hassled over a fresh job or new project since we put far too much gravity on our self to perform from day one. Our new reporting boss – presumes us to jump in and surprise him solving major problems right away.

So, that's where we need to be emotionally intelligent. Standing in with toes to start "proving our worth" could cause us to make blunders.

The root of the **"Mind ON"** is that we need to give our self-time letting behind all our experience and learning or by temporarily shutting down door of our past achievements and heights and try to explore new newfangled ways to **LIFE: "Lift it for Future Endurance"**

Mind ON design for WINs

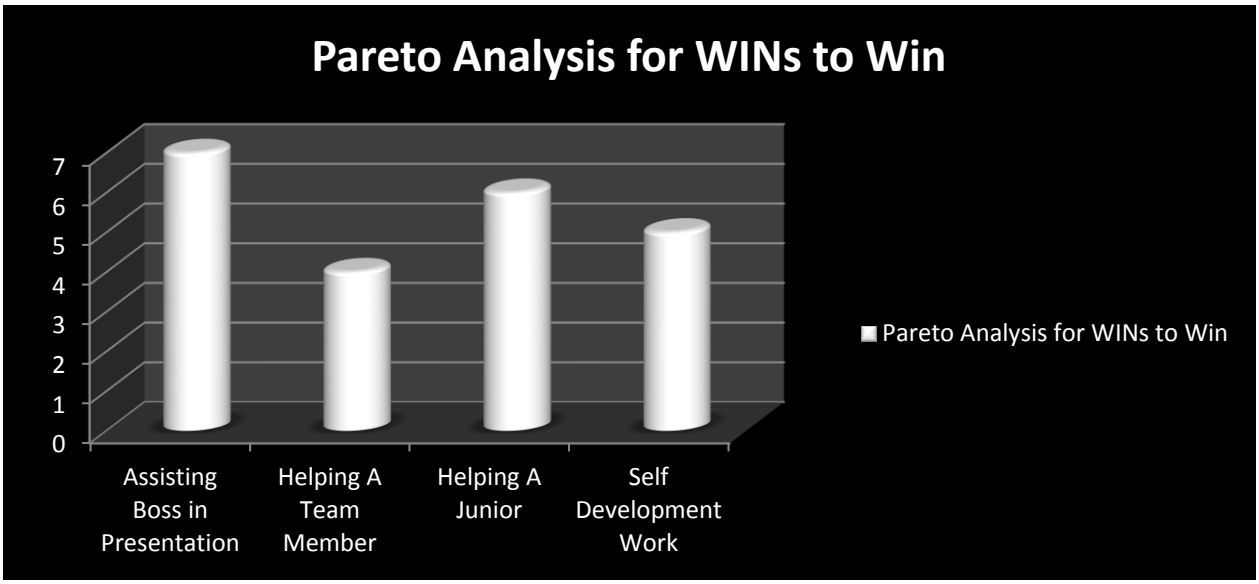
"Welcome Intended Need's"

For a concrete foundation – the groundwork we need to do is try focus on understanding major needs of others and minor needs of self and **"WIN".** It's vital to **"WIN's** to secure an early **win** because these help build motion and inaugurate our integrity.

And continue to **"WIN's** of your boss, your colleague, your team mates and mates of other team. Remember the Mind **ON design for WINs** is to be targetedfor current early win andfor future win.

Don't go for abundant quickly. It's inviting to deal with many different issues .Emphasis on one or that you think are most imperative, and work on them steadily.

Not sure about the where to initiate, we can take help of Pareto analysis



Escape making comparisons between your new work and your old work.

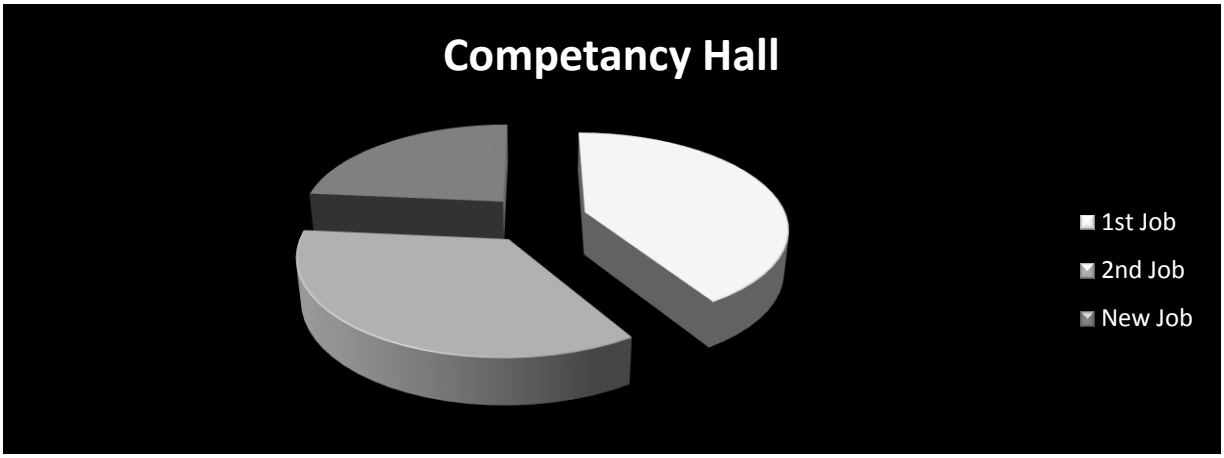
Example: "At my old job, we used to do this … Do that…"

So Focus on what you need to do now, not what or how you did something in the past.

Mind ON design for "BENCH"

"Build and Enter New Competency Hall"

Benchmark the matrices and expertise required for the job and **"BENCH":** Built up your new hall of competency desired for the job and stick to that for period without making any change to the matrices" according to the study" Too much change is not always the best mechanism" So play a waiting game and after you master the competency hall try to re- innovate the Hall with different elements and various combinations which is needful for the work.



Mind ON design for "CAPE"

Cultivate A Peaceful Ethos

With every new work and new every new business unit has a diverse ethos and culture. This is an issue in many organizations, and we, as the new work fellow, can easily fail in cultivating a peaceful ethos.

It's usual to want to impress your boss and co-workers by showing them your vision and past learnings and dominating the pre-existing culture.

However demanding to change things too early can impend and estrange the very people you're trying to make your associates.

Remember, you're a stranger to them, so don't enter in to arrangement with disputes right from the launch of a new work. Spend time getting to know your people, as well as the subcultures that are likely to exist in each team or environment.

The Key to Mind ON design is:

Designing your Emotions yourself... Before the emotion designs one for you

Let's look into some Mind "OFF Design" at work

In 1997, Bond University professor of management Cynthia Fisher conducted a study called "Emotions at Work:

What Do People Feel, and How Should We Measure It?"

According to Fisher's research, the most common negative emotions experienced in the workplace are as follows:

- ✓ **Frustration/irritation.**
- ✓ **Worry/nervousness.**
- ✓ **Anger/aggravation.**
- ✓ **Dislike.**
- ✓ **Disappointment/unhappiness.**

From "Emotions at Work: What Do People Feel and How Should we Measure it?" by Cynthia D. Fisher. School of Business Discussion Paper; No. 63, February 1997. © Copyright Cynthia D. Fisher and the School of Business, Bond University.

Below are different strategies you can use to help you deal with each of these negative emotions.

Frustration/Irritation:

Frustration usually occurs when you feel stuck or trapped, or unable to move forward in some way. It could be caused by a colleague blocking your favorite project, a boss who is too disorganized to get to your meeting on time, or simply being on hold on the phone for a long time.

Whatever the reason, it's important to deal with feelings of frustration quickly, because they can easily lead to more negative emotions, such as anger

Here are some suggestions for dealing with frustration:

Stop and evaluate

One of the best things you can do is mentally stop yourself, and look at the situation. Ask yourself why you feel frustrated. Write it down, and be specific. Then think of one positive thing about your current situation. Forinstance, if your boss is late for your meeting, then you have more time to prepare. Or, you could use this time to relax a little.

Find something positive about the situation

Thinking about a positive aspect of your situation often makes you look at things in a different way. This small change in your thinking can improve your mood. When it's people who are causing your frustration, they're probably not doing it deliberately to annoy you. And if it's a thing that's bothering you – well, it's certainly not personal! Don't get mad, just move on.

Remember the last time you felt frustrated

The last time you were frustrated about something, the situation probably worked out just fine after a while, right? Your feelings of frustration or irritation probably didn't do much to solve the problem then, which means they're not doing anything for you right now.

Worry/Nervousness:

With all the fear and anxiety that comes with increasing numbers of layoffs, it's no wonder that many people worry about their jobs. But this worry can easily get out of control, if you allow it, and this can impact not only your mental health, but also your productivity, and your willingness to take risks at work.

Try these tips to deal with worrying:

Don't surround yourself with worry and anxiety

For example, if co-workers gather in the break room to gossip and talk about job cuts, then don't go there and worry with everyone else. Worrying tends to lead to more worrying, and that isn't good for anyone.

Focus on how to improve the situation

If you fear being laid off, and you sit there and worry, that probably won't help you keep your job. Instead, why not brainstorm ways to bring in more business, and show how valuable you are to the company?

Write down your worries in a worry log

If you find that worries are churning around inside your mind, write them down in a notebook or "worry log," and then schedule a time to deal with them. Before that time, you can forget about these worries, knowing that you'll deal with them. When it comes to the time you've scheduled, conduct a proper risk analysis Add to My Personal Learning Plan around these things, and take whatever actions are necessary to mitigate any risks.

When you're worried and nervous about something, it can dent your self-confidence. Read our article on Building Self-Confidence Add to My Personal Learning Plan to make sure this doesn't happen. Also, don't let your worries get in the way of being appropriately assertive Add to My Personal Learning Plan.

Anger/Aggravation:

Out-of-control anger is perhaps the most destructive emotion that people experience in the workplace. It's also the emotion that most of us don't handle very well. If you have trouble managing your temper at work, then learning to control it is one of the best things you can do if you want to keep your job.

Some of the suggestions to control your anger are:

Watch for early signs of anger

Only you know the danger signs when anger is building, so learn to recognize them when they begin. Stopping your anger early is key. Remember, you can choose how you react in a situation. Just because your first instinct is to become angry doesn't mean it's the correct response.

If you start to get angry, stop what you're doing

Close your eyes, and practice the deep-breathing exercise we described earlier. This interrupts your angry thoughts, and it helps put you back on a more positive path.

Picture yourself when you're angry

If you imagine how you look and behave while you're angry, it gives you some perspective on the situation. For instance, if you're about to shout at

your co-worker, imagine how you would look. Is your face red? Are you waving your arms around? Would you want to work with someone like that? Probably not.

To find out more about managing your anger at work, take our self-test How Good Is Your Anger Management? Add to My Personal Learning Plan Also, read Dealing with Unfair Criticism Add to My Personal Learning Plan and Anger Management Add to My Personal Learning Plan**.**

Dislike:

We've probably all had to work with someone we don't like. But it's important to be professional, no matter what.

Here are some ideas for working with people you dislike:

Be respectful – If you have to work with someone you don't get along with, then it's time to set aside your pride and ego. Treat the person with courtesy and respect, as you would treat anyone else. Just because this person behaves in an unprofessional manner, that doesn't mean you should as well.

Be assertive – If the other person is rude and unprofessional, and then firmly explain that you refuse to be treated that way, and calmly leave the situation. Remember, set the example.

To learn more about handling dislike in the workplace, please see our articles on Working with People You Don't like Add to My Personal Learning Plan, Dealing with Difficult People Add to My Personal Learning Plan and Egos at Work Add to My Personal Learning Plan.

Disappointment/Unhappiness:

Dealing with disappointment or unhappiness at work can be difficult. Of all the emotions you might feel at work, these are the most likely to impact your productivity. If you've just suffered a major disappointment, your energy will probably be low, you might be afraid to take another risk, and all of that may hold you back from achieving.

Here are some proactive steps you can take to cope with disappointment and unhappiness:

Look at your mindset – Take a moment to realize that things won't always go your way. If they did, life would be a straight road instead of one with hills and valleys, ups and downs, right? And it's the hills and valleys that often make life so interesting.

Adjust your goal – If you're disappointed that you didn't reach a goal, that doesn't mean the goal is no longer reachable. Keep the goal, but make a small change – for example, delay the deadline.

Record your thoughts – Write down exactly what is making you unhappy. Is it a co-worker? Is it your job? Do you have too much to do? Once you identify the problem, start brainstorming ways to solve it or work around it. Remember, you always have the power to change your situation.

Smile! – Strange as it may sound, forcing a smile – or even a grimace – onto your face can often make you feel happy (this is one of the strange ways in which we humans are "wired.") Try it – you may be surprised!

Put concisely, the 4 basic results of experiencing positive emotions according to Fredrickson's theory (1998, 2001), are the following:

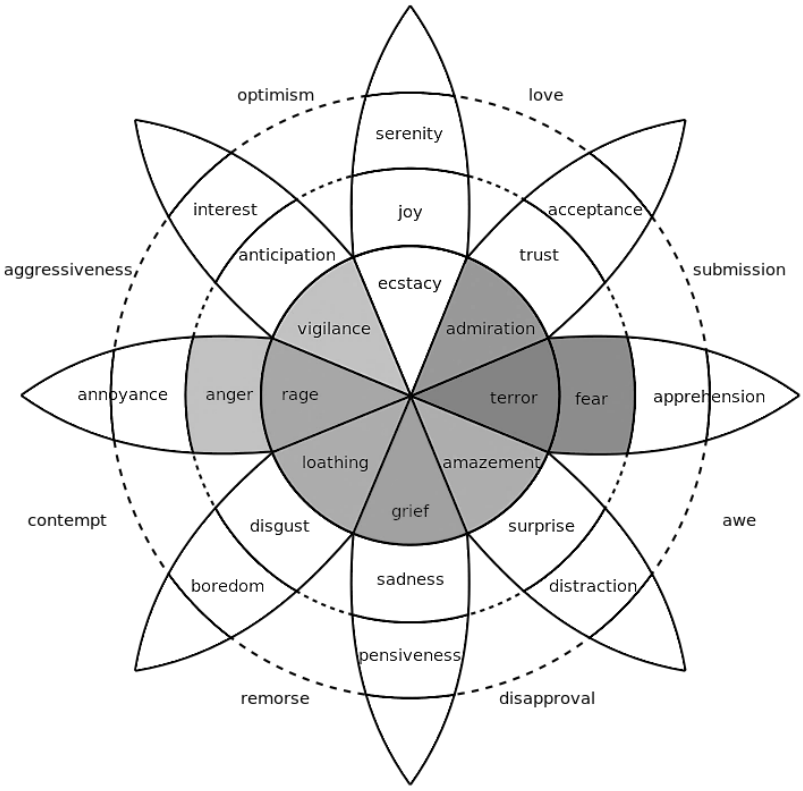
1) Enrichment of thought and action repertory (Fredrickson &Branigan, 2000).
2) Confrontation of consequences of negative emotions ("The Undoing Hypothesis", Fredrickson & Levenson, 1998).
3) Building of strong psychological resilience, powerful psychological resources and guarantee of good mental health ("Psychological Resilience", Tugade& Fredrickson, 2000).
4) Mobilization of mechanisms that lead to mental and psychological prosperity and secure personal wellbeing ("Upward Spiral", Fredrickson & Joiner, 2000).

How Emotion and Mood Influence Behavior at Work:

Plutchik Wheel

Emotions are complex and move in various directions. Modeling emotional feelings and considering their behavioral implications are useful in preventing emotions from having a negative effect on the workplace.

By encouraging positive employee management relationships and employee dynamics, an organization may be able to balance a person's mood and emotions. Improving the level of job satisfaction for employees is another way that a company can influence an employee's mood. If a person is satisfied at work, that condition may reduce levels of stress and help influence motivation and disposition. Job satisfaction can affect a person's mood and emotional state. Providing organizational benefits, such as a company gym, meditation classes, or company retreats, can likewise influence a person's emotions. An active lifestyle has been shown to produce an increased level of dopamine, which can enhance energy and mood.



Plutchik Wheel

Managers are tasked not only with monitoring and controlling their own moods and emotions, but also with recognizing emotional issues in their subordinates. Managers should strive to balance the emotions of their subordinates, ensuring nothing negatively affects their mental well-being.

This can be a difficult role for management, as many people display their emotions in different ways (and most tend to hide them, particularly at work). Managers must be both perceptive and strategic in ensuring a mental balance at work.

CONCLUSION

Positive emotions at work such as high achievement and excitement have "desirable effect independent of a person's relationships with others, including greater task activity, persistence and enhanced cognitive function." (Staw, Sutton, Pelled, 1994) "Strong positive emotions of emotionally intelligent people [include] optimism, positive mood, self-efficacy, and emotional resilience to persevere under adverse circumstances. "(Abraham, 1999). "Optimism rests on the premise that failure is not inherent in the individual; it may be attributed to circumstances that may be changed with a refocusing of effort." (Abraham, 1999) Those who express positive emotions in the workplace are better equipped to influence their coworkers favorably. "They are also more likable, and a halo effect may occur when warm or satisfied employees are rated favorably on other desirable attributes." (Staw, Sutton, Pelled, 1994) It is likely that these people will inspire cooperation in others to carry out a task. It is said that, "employees experience fewer positive emotions when interacting with their supervisors as compared with interactions with coworkers and customers." (Bono, Jackson, Foldes, Vinson, Muros, 2007) Specific workers such as "service providers are expected to react to aggressive behaviors directed toward them with nonaggressive and even courteous behavior…also to engage in what has been termed emotional labor by demonstrating polite and pleasant manners regardless of the customer's behavior." (Ben-Zur, Yagil, 2005)

"One can conclude that the ability to effectively deal with emotions and emotional information in the workplace assists employees in managing occupational stress and maintaining psychological well-being. This indicates that stress reduction and health protection could be achieved not only by decreasing work demands (stressors), but also by increasing the personal resources of employees, including emotional intelligence. The increasing of EI skills (empathy, impulse control) necessary for successful job performance can help workers to deal more effectively with their feelings, and thus directly decrease the level of job stress and indirectly protect their health" (Oginska-Bulik, 2005).

Despite the important role attributed to a wide array of emotional competencies in the workplace, there is currently only a modicum of research supporting the meaningful role attributed to EI (and nested emotional competencies) in determining occupational success. Many of the popular claims presented in the literature regarding the role of EI in determining work success and well-being are rather misleading in that they seem to present scientific studies supporting their claims, while in fact failing to do so. Inshort, despite some rather fantastic claims to the contrary, the guiding principle appears presently as "caveat emptor".

Everyone in the early time of career wanted to proves themselves targeting for "**LIFE: "Lift it for Future Endurance"**so it's important tocontrol and pre-designour emotion so get better result andfaster progress and best of the work relationship.

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