

You Can Lead a Horse to Water

By Lac D. Su & Nick Tasler

So there you are standing in front of a room full of eager (and some not-so-eager) learners. You've been prepping for weeks, summoning your inner creative genius in order to script the clever talking points that will bring the topic of emotional intelligence to life for your audience. You arrived early to make sure that the facility's AV team is on the ball today and that your program doesn't become a casualty of technical difficulties.

When you ask the participants to pull out their score reports for the *Emotional Intelligence Appraisal™* test they took before the session, your request is met with blank stares and uneasy laughter. Half of the room has either forgotten to print the report, or neglected to take the test at all. As a seasoned facilitator, you play it cool. After all, you know that you can lead a horse to water, but you can't make him drink. Or can you?

We all know how vital it is for each training participant to have a valid measure of his or her own emotional intelligence if the message is really going to hit home. The funny thing about an assessment, however, is that it only works if people take it. You've done the hard work of

finding a quick, intuitive and rigorous measurement tool with the *Emotional Intelligence Appraisal™*. Now it's time to maximize your efforts.

TalentSmart® created the new *Emotional Intelligence Appraisal™ – Consultant Edition* with you in mind. Finally consultants, coaches, and trainers have the ability to take control of the online assessment process. With the Consultant Edition you can:

- View whether each participant has taken the assessment. Our system sends out automatic reminders via email for you (daily, every other day, or once a week).
- Control access to each participant's report. You can quickly and easily forward test-takers their score report only when you are ready for them to see it.
- Print each participant's report to bring to the training or coaching session.
- Review test scores *before* participants do. For one-on-one feedback sessions this invaluable feature allows you to map out your session before your client ever sees his/her scores.

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How Does the Emotional Intelligence Appraisal™ –Consultant Edition Work?

After purchasing the Consultant Edition, you will receive instant access to an easy administration page. From the administration page, you can:

- Specify the participant's email address to invite him or her to take the assessment.
- Select a deadline for completion of the assessment.
- Choose how often you would like email reminders sent to the participant to complete the test.
- Create a personalized outgoing message for the participant.
- Reassign and send the assessment to a new participant, if a previous participant declined the invitation.

That's it! Our system sends the surveys to your participants and conceals their scores from them until you are ready for them to be revealed. You can view their results from the administration page and forward their complete feedback reports to them at the time of your choosing.

Data Collection Summary	
Survey subject: John Smith	Subject email: JohnSmith@companyabc.com
Survey deadline: 03/24/2008	Survey subject HAS completed the survey.
The survey invitation already sent to JohnSmith@companyabc.com	
Create Report	
You may enter an email address for the person you would like the report sent to. Your survey administration link will also take you into the report once you click the "Create Report" button.	
<input type="text"/>	
<p>WARNING: Once you click on "Create Report", this will close your survey data collection and this area will become your feedback report. You will no longer be able to access the survey administration page by visiting your web link. Instead, the link will take you into the feedback report only.</p>	
<input type="button" value="Create Report"/>	
Survey Administration	

How Do You Get Started?

Click on the logo below to purchase the Emotional Intelligence Appraisal™ - Consultant Edition and receive immediate access and instructions.

- Easy to administer.
- Includes our Goal Tracking System™ to help participants monitor and share their progress.
- Compare participant's scores to others worldwide!



Emotional Intelligence
Appraisal™ - Consultant Edition