

MEMORANDUM FOR FIRST SERGEANT/CANDIDATE

FROM: FIRST SERGEANT DIGITAL BADGING WORKING GROUP

SUBJECT: Instructions and Documentation for Completing Emotional Intelligence Exercises

1. This memorandum provides instructions additional to those provided in the Emotional Intelligence Exercises Workbook and should also be submitted as part of the portfolio for the Emotional Intelligence Badge. These exercises may be performed in a group, with a mentor, or modified to be performed alone if introspection, reflection, and emotional growth can be shown.

Criteria	Yes	No
The First Sergeant has performed the exercise <i>Building Emotional Awareness</i> and included the results of his/her experience and reflection on the questions on page 6. This may be documented using the reflection space on page 7 (or memorandum) and that page scanned for inclusion in the portfolio.		
The First Sergeant has performed the exercise <i>Decoding Emotions by Analyzing Speech, Body, and Face</i> and answers the questions on page 12 using a memorandum format for inclusion in the portfolio.		
The First Sergeant has performed the exercise <i>Decoding Emotions by Analyzing Speech, Body, and Face</i> and answers the questions on page 15 and scanned this page for inclusion in the portfolio.		
The First Sergeant has performed the exercise <i>Decoding Emotions by Analyzing Speech, Body, and Face</i> and answers the questions on page 16 and scanned this page for inclusion in the portfolio.		
The First Sergeant has performed the exercise <i>Decoding Emotions by Analyzing Speech, Body, and Face</i> and answers the questions on page 17 and scanned this page for inclusion in the portfolio.		
The First Sergeant has performed the exercise <i>Identifying False Beliefs about Emotions</i> and answers the questions on pages 23 using the Emotions Worksheet on page 24 and scanned this page for inclusion in the portfolio.		

2. After review of included content, _____ has /has not satisfactorily completed the Emotional Intelligence Exercises required for earning this badge.