

PREPARED FOR

Manas – Center for Mental Wellness & Counselling

Emotional Intelligence and DBT Skills in the Workplace

Teaching Emotional Regulation Skills to Your Workforce

Presented by Dr. Priya Dubey Sharma

Manas – Center for Mental Wellness & Counselling

UDYAM-MP-10-0120839



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Programme Overview

Emotional dysregulation carries significant costs for organizations, manifesting as increased conflict, suboptimal decision-making, burnout, and employee turnover. This programme equips participants with practical, teachable skills rooted in DBT principles to foster greater emotional intelligence and resilience in the workplace.

Learning Objectives

- ✓ Participants will gain a comprehensive understanding of emotional intelligence and its critical role in professional interactions and productivity, enabling them to navigate workplace challenges more effectively.
- ✓ Attendees will learn actionable strategies for distress tolerance, allowing them to remain composed and make sound decisions even during high-pressure situations, thereby reducing impulsive reactions.
- ✓ The programme will provide participants with techniques for effective emotion regulation, empowering them to manage their feelings constructively before they negatively impact their work and relationships.
- ✓ Participants will develop essential interpersonal effectiveness skills to assert their needs and boundaries respectfully, fostering healthier and more productive working relationships.
- ✓ Attendees will learn practical mindfulness techniques to cultivate present-moment awareness, leading to improved focus, reduced stress, and enhanced decision-making capabilities.
- ✓ The session will equip participants with an integrated approach to applying these emotional intelligence skills daily, promoting a more positive and resilient work environment for everyone.

WHO SHOULD ATTEND

This programme is designed for all employees, HR professionals, and team leads seeking to enhance their emotional intelligence and contribute to a more supportive and productive workplace.

Programme Content

1. What Emotional Intelligence Really Means at Work

This section defines emotional intelligence not as an innate trait but as a set of learnable skills crucial for professional success. We explore how understanding and managing one's own emotions, and recognizing and influencing the emotions of others, directly impacts team dynamics, leadership effectiveness, and overall organizational climate. Participants will learn to identify the subtle cues of emotional states in themselves and colleagues, understanding how these influence communication and collaboration. This foundational knowledge is vital for building a more empathetic and efficient workplace.

 **Activity: Group discussion: Sharing examples of EI in action at work.**

2. Distress Tolerance: Acting Effectively When Emotionally Activated

When faced with overwhelming emotions, the ability to tolerate distress without resorting to destructive behaviours is paramount. This module introduces evidence-based techniques to help individuals stay present and functional during intense emotional experiences. We will explore strategies for crisis survival, such as distraction, self-soothing, and improving the moment, which enable individuals to navigate difficult situations without escalating conflict or making regrettable decisions. Mastering these skills allows for a more composed and effective response to workplace stressors.

 **Activity: Paired exercise: Practicing a simple distress tolerance technique.**

3. Emotion Regulation at Work: Manage Emotions Before They Manage You

This section focuses on proactive strategies to manage emotions before they lead to negative consequences. Participants will learn to identify their emotional triggers and develop healthier coping mechanisms. We will cover techniques like cognitive reappraisal and behavioural strategies to shift emotional states constructively, preventing burnout and maintaining focus. By learning to regulate emotions effectively, individuals can improve their productivity, reduce interpersonal friction, and foster a more stable work environment.

 **Activity: Individual reflection: Identifying personal emotional triggers and potential coping strategies.**

4. Interpersonal Effectiveness: Getting What You Need Without Damaging Relationships

Effective communication and boundary setting are cornerstones of healthy professional relationships. This module teaches participants how to express their needs, say no when necessary, and resolve conflicts assertively yet respectfully. We will explore the DEAR MAN skill (Describe, Express, Assert, Reinforce, Mindful, Appear Confident, Negotiate) to navigate difficult conversations effectively. Mastering these skills ensures that personal needs are met while preserving and strengthening working relationships, leading to better collaboration and team cohesion.

 **Activity: Role-playing: Practicing assertive communication scenarios.**

5. Mindfulness at Work: Present-Moment Skills for Better Decisions

Mindfulness, the practice of paying attention to the present moment non-judgmentally, is a powerful tool for enhancing focus and reducing reactivity. This section introduces practical mindfulness exercises that can be integrated into the workday. Participants will learn how cultivating present-moment awareness can lead to clearer thinking, improved problem-solving, and a greater sense of calm amidst workplace pressures. These skills are essential for making thoughtful decisions and maintaining well-being.

 **Activity: Guided mindfulness practice: Short breathing exercise.**

6. Integrating Emotional Intelligence for a Resilient Workplace

This concluding section consolidates the learnings from previous modules, emphasizing the synergistic effect of these skills. We will discuss how individuals can create a personal action plan to integrate emotional intelligence practices into their daily routines. The focus will be on fostering a culture of emotional awareness and support within teams and the broader organization, leading to enhanced psychological safety and overall effectiveness. Participants will leave with a clear roadmap for sustained personal and professional growth.

 **Activity: Small group activity: Developing team-based strategies for emotional support.**



Action Plan

Concrete steps for implementation.

Action	Owner	Timeline	Notes
Communicate programme benefits and schedule to all employees.	HR/Manager	Week 1	Highlight how enhanced emotional intelligence contributes to individual and team success, and reduces workplace friction.
Conduct initial employee survey on current EI awareness and challenges.	HR	Month 1	Use findings to tailor future EI initiatives and measure programme impact.
Schedule and deliver the core EI skills training programme.	Manager	Week 2	Ensure sessions are interactive and provide practical, actionable tools for participants.
Provide managers with resources to support their teams in applying EI skills.	HR	Month 1	Offer toolkits, discussion guides, and coaching tips for reinforcing learned behaviours.
Establish a buddy system or peer coaching for EI skill reinforcement.	HR/Manager	Month 2	Encourage employees to support each other in practicing new EI techniques and sharing experiences.
Integrate EI principles into performance review and feedback processes.	Leadership	Quarter 1	Recognize and reward individuals demonstrating strong emotional intelligence and supportive behaviours.

About Manas



Dr. Priya Dubey Sharma

Founder & Consulting Psychologist | Applied, Organizational & Behavioural Psychologist | PhD | 18+ Years

Dr. Priya Dubey Sharma brings 18+ years of applied psychology to corporate wellness. She has worked with SBI, educational institutions, and corporate teams across India. Her evidence-based approach combines CBT, mindfulness, and culturally contextualised psychology for measurable outcomes. She is the creator of the Performance FOMO Index™ and the High-Functioning Distress Framework™.

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A MSME-registered organisation dedicated to evidence-based mental wellness.

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Disclaimer: This document has been prepared by Dr. Priya Dubey Sharma – Founder & Consulting Psychologist (Applied, Organizational & Behavioural Psychologist, PhD, 18+ years), Manas – Center for Mental Wellness & Counselling (UDYAM-MP-10-0120839). Content is for programme overview and educational purposes only. Nothing herein constitutes legal advice regarding POSH Act compliance – organisations should consult qualified legal counsel for specific legal guidance. For clinical or psychological support, please reach out to the Manas Team for personalised guidance, or consult a qualified Psychiatrist or licensed mental health professional. © 2026 Manas – Center for Mental Wellness & Counselling. All rights reserved. Confidential – prepared specifically for the named organisation. For queries: manu@manas365.com | +91 99818 13224