

ACTIVITY WORKBOOK

Emerging Meeting Professional



Introduction

The Emerging Meeting Professional (or EMP) designation differentiates and elevates emerging professionals who want to set themselves apart when seeking employment. Individuals with the EMP designation signify that they possess mindsets indicative of the realities and competencies that make a meeting professional successful.

This is a fillable PDF workbook; no need to print!



This workbook provides opportunities to complete activities and reflect on your EMP coursework.

Before you can take the final exam, you must email this completed workbook to mpiacademy@mpi.org.

EMP WORKBOOK

Section 1: Self-Assessment Reflection

Reflect on your answers from your self-assessment. What areas do you feel stronger in? What areas do you want to focus more on as you complete this coursework?



Competency 1 - Self-Mastery

Emotional Intelligence Journal Activity

Visualize an experience that was stressful, write about how you reacted but also how it could have been viewed from other perspectives.

Competency 1 - Self-Mastery •

Emotional Intelligence Reflection

Assess your own emotional intelligence. Part of being emotionally intelligent is being able to look within yourself and find things you would like to work on to better work with those around you. Explain a goal or two based around Emotional Intelligence that you would like to work on.



Conflict Management Case Study Questions

Conflict management is the practice of being able to identify and handle conflicts sensibly, fairly, and efficiently.


If you were in the position of Lance Best, how would you have handled the situation?

Based on what was learned in emotional intelligence, how can conflict management strengthen one's emotional intelligence?





Conflict Management Reflection



Write about a time that you had to work towards a resolution for a workplace conflict. If you have not had experience with one, write from a supervisor's perspective on how you would handle conflict between two of your employees.






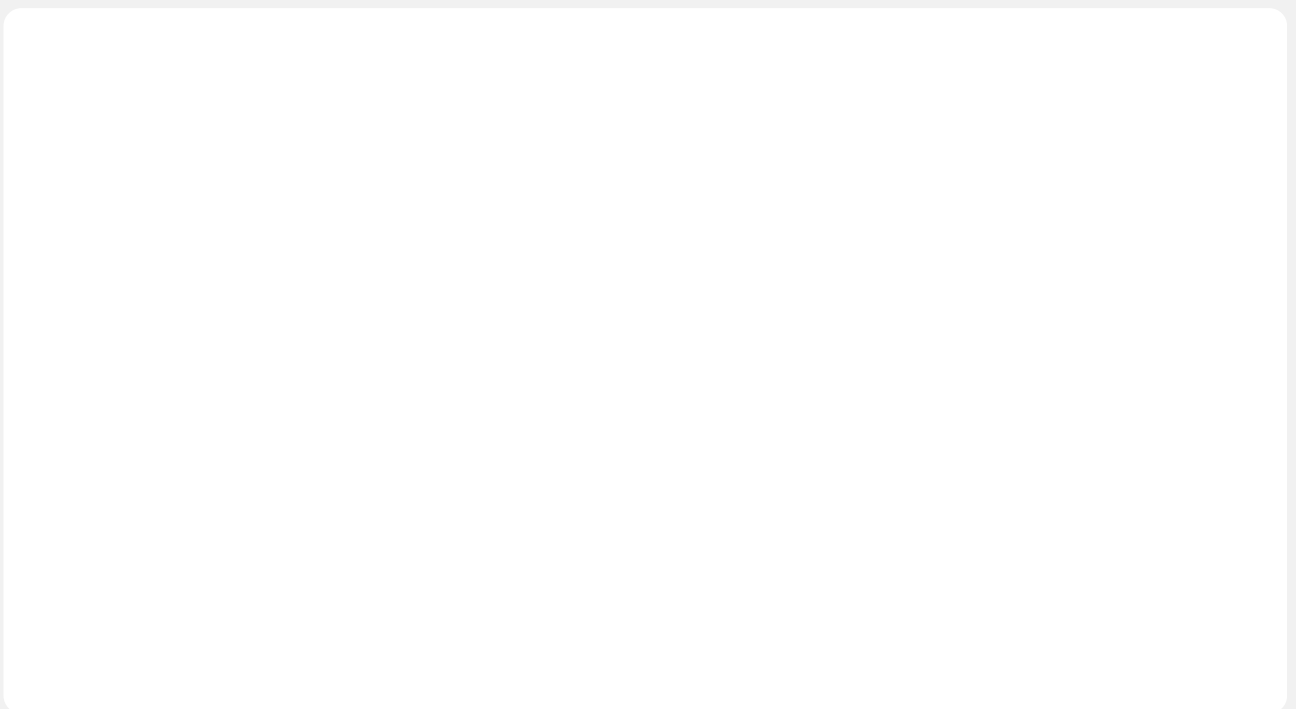
Resilience Activity Questions



How can you promote resiliency in the workplace?



In meetings and events, why do you think this is such a crucial skill to work on?



Competency 2: Teamwork

Collaboration Pre-Reflection

In the past, how has collaboration in teams been hard for you? How did could the group have worked together better?





Collaboration Case Study

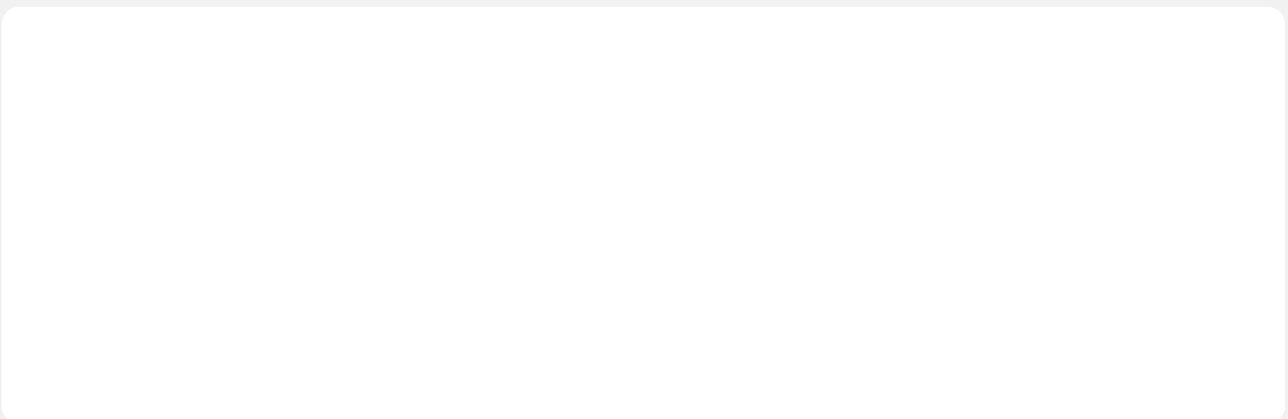
◆ What do you prefer, to work independently or to work collaboratively? Why do you feel drawn towards either work style?



◆ As companies return to the office, would you prefer to work remotely or report to an office? And why?



◆ As a leader, how would you foster a collaborative team environment either in person or remotely?





Communication Reflection

What is your communication style? How does this positively and negatively impact how you interact with your team/others in the workplace? What is one goal you want to work on to improve your communication skills?

A large, empty, light orange rounded rectangular box intended for the user to write their reflection on communication.

Time Management




Pre-Reflection

How do you manage your time, what strategies do you use?
Do you believe that you manage your time well?





Time Management Activity



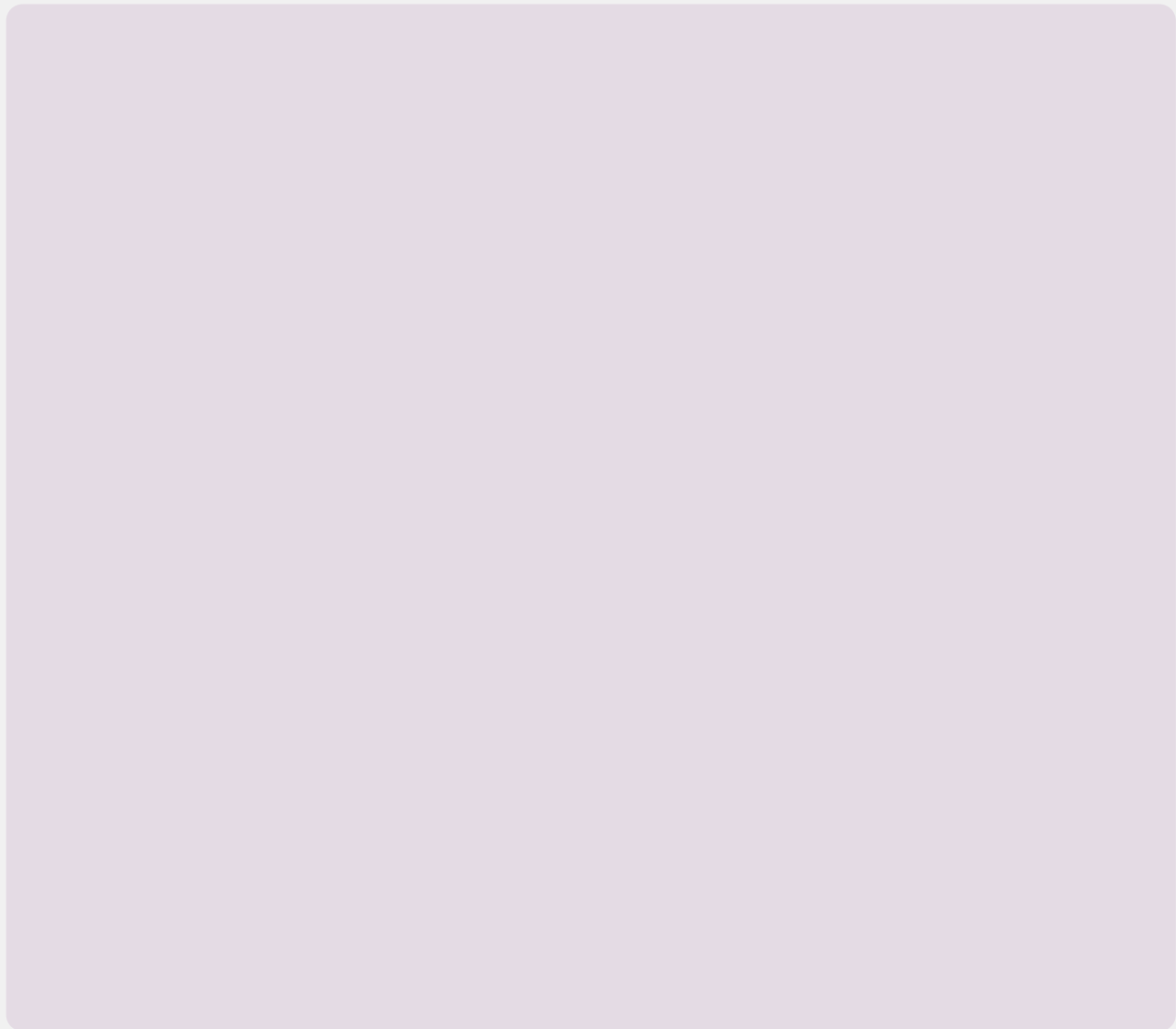
How could time blocking make your work and personal life easier? Do you think time blocking is something you will do moving forward to manage your time? If not, what other tools or tips will you utilize to help you manage your time?



Competency 3: Problem Solving


Creativity Pre-Reflection

Write about a time when you wanted to be creative, but you didn't feel like you could in the environment you were in. How did that make you feel? What was the outcome of the situation?





Creativity Activity



You're asked to put on an event with no budget for 100 people. What do you do? Where do you go? Be as creative and descriptive as you would like.





Improvisation Activity

◆ Improv 1 minute sales pitch: Look around you and find an object, create a sales pitch about the product that is no longer than one minute and why anyone should buy it. Create a video of your doing this, upload it to YouTube as an unlisted video and include the link below:

Improvisation Reflection

How do you see improvisation fitting into the meetings and event industry?



Adaptability




Pre-Reflection

How do you cope with change? If you were an event planner, how would you handle a program that was two – three weeks out with low registration rates?





Final Reflection



How will these lessons and the skills gone over throughout this course help you in your journey in the meetings and events industry? Were you able to see connections to other industries?



Extra Resources

Emotional Intelligence:

Book: Primal Leadership by Daniel Goldman

Conflict Management:

Book: Conflict Resolution Playbook by Jeremy Pollack

Resilience

Phone App: Calm

Collaboration:

Book: Radical Collaboration by James W. Tamm, Ronald J. Luyvet

Communication:

Book: The Elevated Communicator by Maryanne O'Brien

Podcast: The Workplace Communication Podcast by Lindsay Lapaquette

Time Management:

Book: The Myth of Multitasking by Dave Crenshaw

Creativity:

Book: The Creative Mindset by Jeff & Staney Degraff

Improvisation:

Book: Getting to "Yes And" by Bob Kulhan

Want to learn more?

Here are some additional resources for the EMP competencies.

