

# Being Assertive

## Programme Overview

### Summary

When people can communicate as equals, harmony and understanding ensues.

This half day workshop is for anyone who wants to have a positive impact on their interactions with others and develop personal effectiveness in the way they communicate. Choosing to be assertive gives you more control over yourself and the situation leading to more productive relationships. The workshop introduces assertive techniques to enable you to reduce unnecessary conflict, manage useful conflict and clarify your own and other's needs in a positive way.

You will develop your skills to create a more open conversation building on methods and techniques for assertive behaviour.

### Style and Approach

Interactive and participative using a mixture of digital tools, breakouts/groups, facilitator input, group discussions and debates, facilitator and peer feedback.

### Programme Structure

Half day

### Audience

This workshop is for anyone who wants to learn new strategies and techniques to improve their assertive communication skills.

### Group size

16 Participants

# Programme Overview

## Preparing for the workshop

You will be sent a questionnaire with joining instructions to review and complete prior to attending the workshop.

## Programme Topics

- Exploration of what defines assertive behaviour
- Benefits and impacts of assertive and non-assertive behaviour
- Overcoming self-limiting beliefs
- Behavioural drivers
- Assertive communication skills practice
- How to say no assertively

## Outcomes

Having attended this workshop, you will be able to:

- Utilise different communication techniques to confidently state needs or opinions
- Communicate your needs honestly and directly
- Respond appropriately to confrontation and challenging behaviours
- Say “No” to people responsibly and effectively
- Identify the differences between aggressive, passive and assertive behaviour
- Improve your effectiveness when negotiating solutions and working with others

How to Apply:

You can self-nominate via Oracle.