

Assertiveness Skills

Purpose:
To reflect on how being more assertive will help individuals when dealing with a range of interactions and situations.

- Objectives:**
- To define what assertiveness is (and is not) and why it matters at work.
 - To identify what helps and hinders individuals to act assertively in typical work situations, and the reasons behind them.
 - To identify what it takes to be assertive in terms of personal beliefs, behaviours and impact.
 - To learn ways to manage our internal dialogue which impacts our ability to act assertively.
 - To explore and practice proven strategies to become assertive.
 - To choose and apply the right strategies to meet individual needs back at work in a variety of environments and situations.

- Approach:**
- ✓ Input on tools, approaches & practical strategies
 - ✓ Facilitated and group discussions to share ideas and solutions within the group
 - ✓ Practise meeting bringing new skills to life



Programme Structure:
We will work together over **4 months** and through a range of activities on this programme which will equip you with specific strategies and techniques that are focused on your own personal challenges and developmental areas.

Maximum 12 people per session

MODULE 1: Building self awareness Workshop 1 (90mins) zoom	MODULE 2: Buddy pair Connecting with another participant on programme on a specific topic	MODULE 3: Assertive mindset Workshop 2 (90mins) zoom	MODULE 4: Buddy pair Connecting with another participant on programme on a specific topic	MODULE 5: Assertive techniques Workshop 3 (90mins) zoom Workshop 4 (90mins) zoom	MODULE 6: Buddy pair Connecting with another participant on programme on a specific topic	MODULE 7: Practise meeting Applying techniques in real time (90mins) zoom	MODULE 8: Buddy pair Connecting with another participant on programme on a specific topic	MODULE 9: Stepping out of comfort zone Workshop 5 (90mins) zoom	MODULE 10: Buddy pair Connecting with another participant on programme on a specific topic
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