

Assertivness and Personal Development

Don't let work happen to you ... happen to work

Workshop overview

- Assertive behaviour and creating the balance between aggressive and passive behaviours
- Beliefs and values that lead to certain types of behaviours
- Analysis of personal strengths and weaknesses
- Achieving a work life balance
- Being more assertive through words, phrases and body language
- Rights and developing a personal "bill of rights"
- Listening to and accepting the views of others
- Assertive techniques such as "broken record"
- Saying "no" positively
- Planning where you want / need to be at work
- Discovering personal preferred working style

Related workshops

People who have attended this workshop have also benefited from attending:

Communication Skills

Workshop details

£240 plus VAT

One day workshop, small group size of eight maximum. Individual and group exercises with feedback.

Who for?

Well everyone really. The vast majority of us are wrapped up in the day to day details of our working lives and lose sight of the bigger company picture. Very few people, less than 10%, plan or think about how they can develop in the workplace.

Why do it?

People who have a clear idea of what they want to put into work, and get out of it, tend to be more committed, motivated and happier.

The need to deal confidently and appropriately with a wide range of people and situations is not only a necessary skill but also one, that when it has been mastered, gives individuals the edge in both work and social environments. Whilst in some cases it can be argued that aggressive, or even passive, behaviour works for some in the short term neither work for the majority in the long term.

What do I get?

Identification of your preferred working style and what it means.

Discovering the pressures you place on yourself at work and what to do about them.

An opportunity to take time out and think about where you are going.

Ways to book

- 1 - Download, complete and send back the booking form
- 2 - Send an email to: info@forthorstedtrainingacademy.co.uk
- 3 - Simply ring 01634 823205

Full terms and conditions can be found at www.forthorstedtrainingacademy.co.uk

