

Assertiveness & Self Confidence Workshop

Course Duration 1 Day

Self-confident and assertiveness are two skills that are crucial for success in life. If you don't feel worthy, and/or you don't know how to express your self-worth when communicating with others, life can be very painful. These skills will provide opportunities and benefits to your participants in their professional and personal lives.

The Assertiveness and Self-Confidence workshop will give participants an understanding of what assertiveness and self-confidence each mean (in general and to them personally) and how to develop those feelings in their day-to-day lives. These skills will encompass many aspects of your participant's lives and have a positive effect on all of them.

Course Objectives

At the end of the course participants will be able to:

- Define assertiveness and self-confidence, and list the four styles of communication
- Describe the types of negative thinking, and how one can overcome negative thoughts
- Explain the difference between listening and hearing.
- Define the importance of goal setting, and practice setting SMART goals for assertive behaviour
- Utilize methodologies for understanding your worth -- and the use of positive self-talk
- List reasons why a pleasing appearance and body language are critical for creating a strong first impression
- Practice sending positive communications phrased as "I-Messages"
- Practice strategies for gaining positive outcomes in difficult interpersonal situations

Course Outline

What Does Self Confidence Mean to You

What is Assertiveness?
What is Self Confidence?
The Four Styles

Obstacles to our Goals

Types of Negative Thinking
Personal Application

Communication Skills

Hearing & Listening
Asking Questions
Body Language

The Importance of Goal Setting

Why Goal Setting is Important

Setting SMART Goals

Feeling the Part

Identifying Your Worth
Creating Positive Self Talk
Identifying and Addressing Strengths & Weaknesses

Looking the Part

The importance of appearance
The role of body language
First impressions count

Sounding the Part

It's how you say it
Sounding Confident
Using "I" messages

Powerful Presentations

What to do when you're on the spot
Using STAR to make your case

Coping Techniques

Building Rapport
Expressing disagreement
Coming to consensus

Dealing with Difficult Behaviour

Dealing with difficult situations
Key tactics