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AppliedTechnologyAcademy.com

Leadership Training: Developing Positive Assertiveness

Applied Technology Academy

The course is designed to help you improve teamwork, focus discussions, and build relationships. Through this training, you will learn to be competent, constructive, and confident in order to perform at your best. You will also learn how to ask for what you need, handle confrontations gracefully, and put your ideas forward with confidence.

LEVEL	DURATION	EXPERIENCE	AVERAGE SALARY	LABS
Intermediate	**2 Days**	**None**	**Varies**	**No**

Course Overview

From resolving misunderstandings with colleagues to negotiating complex deals and leading project teams, you use influence as part of your everyday work life. While there are several different styles of interpersonal influence, research shows that assertive behavior has the greatest impact on individual success and organizational performance. The good news is that influence is a learned skill, and Positive Assertiveness training, some self-discovery, and a healthy dose of practice, people can develop their ability to be assertive.

This dynamic two-day Positive Assertiveness Training course will help you improve teamwork, focus discussions, and build relationships, but will also help you become competent, constructive, confident, and perform at your best. Further, you will learn how to ask for what you need, handle confrontations gracefully, and put your ideas forward with confidence.

Course Outline

- **Module 1: How to Develop Positive Assertiveness**
  - Three Basic Behavior Styles
  - Can Behaviors Change?
- **Module 2: Ensuring Successful Change**
  - The Five Ps of Successful Change
  - Are You Using the Right Maps?
  - Self-Fulfilling Prophecy
  - Positive Mental Imagery
  - Programming Yourself for Success
- **Module 3: Feelings: The Emotional Part of Assertiveness**
  - The Emotions of Assertiveness
  - Choice and Win-Win Relationships
  - Talking About Feelings

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- **Module 4: Changing Your Behaviors**
  - Choosing Assertive Words Carefully
  - Body-Language Signals
  - Stop Signs and Green Lights
- **Module 5: Expanding Your Assertiveness**
  - Four Assertive Styles
  - Sending Assertive Messages
  - Identify Styles to Enhance Communication
- **Module 6: Assertive Power Steps**
  - Four Steps to Assertive Communication
  - Step 1: Repeat the Question or Statement
  - Step 2: Command, Don't Ask
  - Step 3: Add Emotion
  - Step 4: Introduce Consequences
- **Module 7: Assertive Confrontation**
  - Defining the Problem
  - Five Tools for Successful Confrontation
  - Active Listening
  - Goals for the Present and Future
  - Give Yourself Credit for Success

Prerequisites

To ensure your success, we recommend you first attend the following course, or have equivalent knowledge:

Emotional Intelligence Training

Course Objectives

- Understand what it means to be assertive
- Validate Assertive Behaviors and Language
- Recognize the assertiveness continuum
- Identify personal blocks to assertiveness
- Demonstrate assertive language and behaviors
- Discover how to use assertive behaviors in everyday situations
- Straight Talk in Any Situation

Ready to enroll? Call 800.674.3550 or email Info@AppliedTechAc.com — private team cohorts, GSA MAS purchasing, military credentialing funding, VA GI Bill and VR&E and student financing available.