

## ASSERTIVENESS & SELF CONFIDENCE TRAINING



### **COURSE LENGTH: 1.0 DAYS**

Having self confidence and being assertive helps in developing a positive self-image and allows better handling of relationships.

The PD Training Assertiveness and Self Confidence Training Course helps to build communication skills, outstanding presentations, set accurate goals, build rapport, enhance body language, and more. Understanding and practice in handling oneself goes a long way in creating an impression on others.

This dynamic training course is available now throughout Nigeria, including Lagos.

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## ASSERTIVENESS & SELF CONFIDENCE TRAINING COURSE OUTLINE

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### FOREWORD

Self-confidence and assertiveness are two behaviors 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.

This **Assertiveness and Self Confidence Training** program will provide participants with 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.

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### OUTCOMES

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#### BY THE END OF THIS TRAINING COURSE, PARTICIPANTS WILL:

- ▶ Understand what it means to be assertive and self-confident
  - ▶ Learn that it's okay to speak up and to stand up for what they believe
  - ▶ Develop techniques to confidently express opinions & needs
  - ▶ Learn to say no without being rude or seemingly disinterested
  - ▶ Recognize that they are important and that their opinions are valid and worth of consideration
  - ▶ Learn to identify & eliminate negative thinking and self talk
  - ▶ Master effective communication
  - ▶ Learn to set achievable goals in line with personal values
  - ▶ Learn how to "feel the part", "look the part", "sound the part" and "become the part"
  - ▶ Learn strategies for dealing with difficult behaviors in other people
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### MODULES

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#### Lesson 1: Me, We – Making Your Mark

- ▶ Understanding Self-Confidence
- ▶ Understanding Me
- ▶ Understanding Others
- ▶ Reflection

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#### Lesson 2: How We Behave – Thoughts And Responses

- ▶ The good, the bad and the ugly
- ▶ Doubt
- ▶ Realistic Concern and Doubt
- ▶ Projecting Self Confidence
- ▶ Reflection

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#### Lesson 3: Communicating With Confidence

- ▶ What you say
- ▶ How you say it
- ▶ Listening
- ▶ Reflection

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#### Lesson 4: Self Confidence – Building It And Rebuilding It

- ▶ Building on your Strengths
- ▶ Confidence Spoilers
- ▶ Building Confidence – four areas of focus
- ▶ Workplace Challenges to Self Confidence
- ▶ Reflection

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### Lesson 5: Mastering Assertiveness – When And How To Use It

- ▶ Your Rights
- ▶ Getting over saying 'no'
- ▶ Ways of Saying No
- ▶ Being Assertive Towards your boss
- ▶ Reflection

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### Lesson 6: We're All Different – Asserting In A Global World

- ▶ The cultural dimension of assertiveness and self-confidence
- ▶ Social Media and Self-Confidence
- ▶ Reflection

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### Lesson 7: Reflections

- ▶ Create an Action Plan
- ▶ Accountability = Action

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### WEB LINKS

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- ▶ [View this course online](#)