

SOFT SKILLS



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Assertiveness Skill Course

Project Based Immersive Learning Course

Course Overview?

The Education Nest training on assertiveness equips individuals with effective communication skills and knowledge to communicate with more confidence using assertive behavior techniques. The purpose of this training course is to assist candidates in exploring and comprehending the consequences of lacking assertiveness and the advantages of being assertive in a workplace setting. After the completion of the program, the candidates will feel more self-assured in their ability to communicate and handle colleagues and clients, particularly in uncomfortable or demanding situations where maintaining composure and exhibiting assertiveness is critical.

Benefits of Assertiveness Skill Course :

Assertiveness skills assist individuals in making better decisions by enabling them to evaluate situations and express their opinions effectively. Assertiveness skills enable individuals to express their thoughts and ideas in a clear, concise, and confident manner. This leads to better communication and understanding between individuals. Overall, developing assertiveness skills is crucial for success in various aspects of life, including personal and professional relationships, decision-making, and stress management.

Who should learn:

- Students
- Those seeking personal growth
- Public Speakers
- Business Professionals
- Those with low self-esteem

Why Assertiveness Skill Course from Education Nest

- **Free Demo on Request**
- **Live Interactive Learning**
- **Lifetime Access**
- **Flexible Schedules**
- **24x7 Support**
- **One on One Doubt Clearing**
- **Real Time Project-Based Learning**
- **Certificate Oriented Curriculum**

Skills Covered:

- Learn and utilise assertive styles for any situation.
- Develop assertiveness skill to boost your Confidence
- Understand how others perceive your behaviour.
- Understand the communication processes necessary to be assertive.
- Understanding your body language and confidence.

Assertiveness Skill Course Syllabus

Introducing the Assertiveness Skills

- What does it mean to be assertive?
- Rules of assertion
- When to be assertive
- Being assertive in the workplace

Understanding what makes people assertive and their benefits

- Types of behaviors
- Benefits, advantages and disadvantages of each type of behavior
- Internal beliefs and their impact
- Rights and responsibilities
- Expressing your desired outcome
- Rotating flipchart group work, facilitated group review, individual questionnaire, pairs exercise and group discussion

Using assertive communication

- Words and phrases to avoid
- Positive phrasing
- Importance and impact of positive body language and voice tone
- Updating the Assertiveness Skills Toolkit
- Practice writing assertive response on personal scenario
- Demonstration and presentation, individual and pairs exercise and practice, facilitated group review

Additional methods for cultivating assertiveness

- Fogging and broken record technique
- Ways of saying 'no'
- Giving feedback
- Presentation, Metapanning and small group exercise, facilitated group review

Reacting to other behavioral styles

- Appreciating the impact of the different styles of behavior on each other
- Strategies for responding to different behavior styles
- Resolving conflict in a constructive way
- Facilitator presentation, small group exercise, facilitated group review

Action planning and reflection

- Review of learning and action planning, course feedback
- Individual reflection and action planning exercise, facilitated group review

The training will be supported with:

- Optional participant pre-course reading to prepare for the assertiveness skill training
- A participant journal with tips, assertiveness techniques and space for personal notes. For a sustainable solution, we offer editable journals for online use
- Participant and Manager Coaching Guide

Career Support

Profile Building :

Experienced professionals are available to offer tailored assistance in crafting your CV and online profiles, taking into account your unique educational and experiential background.

Interview Preparation :

The upcoming interview preparation service will include personalized one-on-one sessions and the option for mock interviews if needed.

Job Referrals :

At Education Nest, we receive a variety of job requirements from diverse sources such as organizations, our clients, HR consultants, and a vast network of Education Nest currently employed in different companies. We strive to meet these varied requirements to the best of our abilities.

Continuous Support :

We offer continuous support for as much time as you need it, and a considerable number of our learners receive multiple interviews offers and promising employment opportunities as a result of the abilities they gain during the program.