

ASSERTIVENESS

- **WHAT IS IT?**
- **HOW CAN IT HELP ME?**
- **WHAT DO I NEED TO DO?**

ASSERTIVENESS

- Assertiveness is the ability to communicate your needs, feelings, opinions, and beliefs in an open and honest manner without violating the rights of others



ASSERTIVENESS

- 1. IS NOT THE SAME AS AGGRESSIVE BEHAVIOR.**
- 2. AGGRESSIVE BEHAVIOR ENHANCES SELF AT THE EXPENSE OF OTHERS.**
- 3. ASSERTIVENESS PRODUCES POSITIVE OUTCOMES FOR ALL; AGGRESSIVE ACTS RESULT IN NEGATIVE OUTCOMES.**

WHAT WILL IT DO

1. HELPS YOU BECOME SELF-CONFIDENT
2. INCREASES SELF-ESTEEM
3. GAIN RESPECT OF OTHERS
4. IMPROVE COMMUNICATION SKILLS
5. IMPROVE DECISION-MAKING ABILITY



HOW TO BE ASSERTIVE

1. BE HONEST AND DIRECT ABOUT YOUR FEELINGS, NEEDS, BELIEFS.
2. EXPRESS YOURSELF FIRMLY AND DIRECTLY TO SPECIFIC INDIVIDUALS.
3. BE REASONABLE IN YOUR REQUESTS

HOW TO BE ASSERTIVE

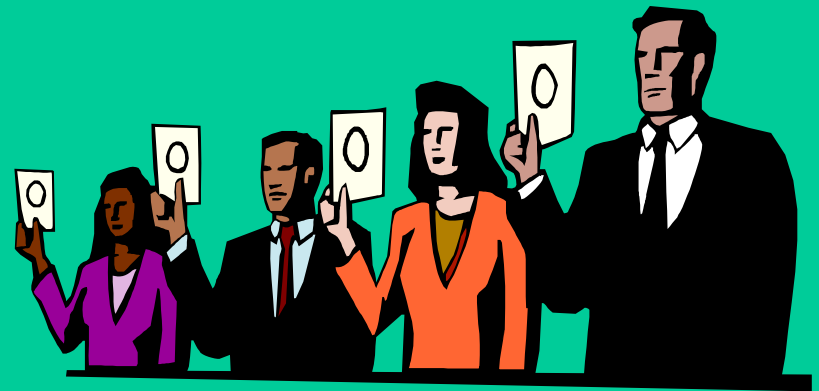
4. STATE YOUR VIEWPOINT WITHOUT BEING HESITANT OR APOLOGETIC.
5. BE HONEST WHEN GIVING OR RECEIVING FEEDBACK.
6. LEARN TO SAY “NO” TO UNREASONABLE EXPECTATIONS.
7. PARAPHRASE WHAT OTHERS HAVE STATED TO YOU.

HOW TO BE ASSERTIVE

8. **REGOGNIZE AND RESPECT THE RIGHTS OF THOSE AROUND YOU.**
9. **USE APPROPRIATE TONE OF VOICE.**
10. **BE AWARE OF BODY POSTURE/LANGUAGE**
11. **MAINTAIN EYE CONTACT.**
12. **USE “I” STATEMENTS TO EXPRESS SELF**

HOW TO BE ASSERTIVE

13. DON'T LET OTHERS IMPOSE THEIR VALUES/IDEAS ON YOU
14. ENCOURAGE OTHERS TO BE CLEAR AND DIRECT
15. TAKE OWNERSHIP



AND MY RIGHTS ARE...

- 1. The right to respect myself because of who I am.**
- 2. How to lead my life...pursuing goals, dreams, etc.**
- 3. Have my own values, beliefs, etc.**
- 4. To tell others how I wish to be treated.**
- 5. To change my mind and make mistakes without being ridiculed.**

AND MY RIGHTS ARE...

- 6. TO HAVE POSITIVE, HEALTHY, SATISFYING RELATIONSHIPS IN WHICH I AM SAFE AND RESPECTED.**
- 7. TO CHANGE AND DEVELOP MY LIFE HOW I DETERMINE.**
- 8. TO BE HAPPY AND AT PEACE.**

ASSERTIVENESS

1. DOESN'T JUST HAPPEN.
2. DOES NOT GUARANTEE YOU HAPPINESS OR FAIR TREATMENT.
3. WILL NOT SOLVE ALL YOUR PROBLEMS
4. DOES NOT GUARANTEE YOU WILL GET WHAT YOU WANT.



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