

## Being Assertive at Work

### Techniques to Strengthen Your Confidence

Short seminar series

#### Overview

This workshop will help you become more assertive in a positive and professional manner. You will explore what assertive behaviour looks like, assess your own level of assertiveness, and develop strategies to strengthen your assertiveness skills. As well, you will learn a technique that helps you say no in a way that fosters negotiations while maintaining positive relationships.

Although the focus of the exercises and examples will be in a work context, many of the tips and techniques you will learn can be easily applied outside the workplace.

#### Audience

Employees at all levels of the organization

**Duration:** 3 hours

**Price:** \$245.00 plus HST

#### Instruction Methodology

Virtual delivery via GoToMeeting, with PowerPoint slides and interactive discussions, quizzes and simulated exercises.

#### Key Topics

- Defining assertive behaviour
- Determining how assertive you
- Building self confidence
- Being assertive without being aggressive
- How to say No
- Strategies for Changed Behaviours



#### About Your Facilitator Carolyn Baker

Carolyn Baker, with over 33 years in the federal public service, has led virtual teams before we even said the word “virtual”!! She has experienced first-hand the challenges and opportunities that arise when leading and working from a distance. Her interactive approach makes her workshops lively and engaging.