

Develop Your Assertiveness

Develop Your Assertiveness offers simple techniques that will help you become more aware of your strengths and weaknesses, so that you can learn how best to modify your behaviour in social and business interactions. Being more confident and learning how best to communicate with your colleagues will enable you to create win-win situations, thus improving your career prospects and enhancing your social life. Packed with examples and exercises, this essential guide covers topics such as: the importance of choice of behaviour; tension control; self awareness and self-esteem; relationships; making and refusing requests; dealing with problem people; tricky situations; assertiveness online. Exercises and activities in **Develop your Assertiveness** enable you to measure your progress and reach your goals.

Being assertive is being able to express yourself with confidence so that you don't have to resort to being passive, aggressive or manipulative. By developing assertiveness and becoming aware of our own strengths and weaknesses, you can learn how best to modify your behaviour in social and business interactions. **Develop Your Assertiveness**, 3rd edition offers simple techniques to enable you to become more assertive. Packed with examples and exercises, it is a self-help guide covering topics such as: · The importance of choice behaviour; · Tension control; · Self-awareness and self-esteem; · Relationships; · Making and refusing requests; · Dealing with problem people; · Tricky situations Simply reading **Develop Your Assertiveness** will not make you more assertive, but if you work through exercises and activities it includes, practicing face-to-face dialogue with friends, colleagues or a group, you will be able to measure your progress and reach your goal.



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