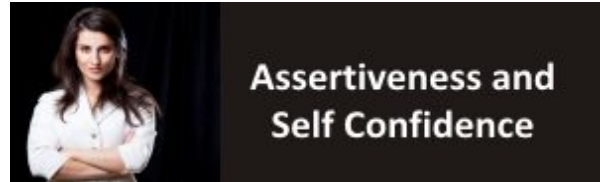


## ASSERTIVENESS & SELF CONFIDENCE TRAINING

Generate a [group quote](#) today OR Register now for the next [public course date](#)



**COURSE LENGTH: 1.0 DAYS**

PD Training's Assertiveness and Self Confidence Course teaches you how to become more confident and comfortable with personal assertiveness, how to cope with other people's negativity, and how to behave when someone else is being overbearing towards you.

In this course you also learn how to approach difficult topics and topics you're passionate about with constructive approaches, including how to say "no" without being portrayed as "offensive," use body language effectively, express your views and disagreements positively and more.

Attend PD Training's Assertiveness and Self Confidence Course, by booking a public, or in-house course at one of the following locations: Auckland, Christchurch or Wellington.

Contact us today for a [group quote](#) or register now into the next [public course date](#).

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## ASSERTIVENESS & SELF CONFIDENCE TRAINING COURSE OUTLINE

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### FOREWORD

This Assertiveness and Self Confidence Training Course empowers people with the confidence to be “heard”. You will also learn enhance and develop techniques to communicate politely and assertively without being pushy.

Join PD Training’s Assertiveness and Self Confidence Training Course, or have a trainer come to your workplace in Auckland, Wellington and Christchurch.

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### OUTCOMES

#### In this course you 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
  - ▶ Gain techniques to confidently express opinions & needs
  - ▶ Learn to say 'no' without being rude or seeming disinterested
  - ▶ Recognise that you are important and that your opinions are valid and worthy of consideration
  - ▶ Learn to identify & eliminate negative thinking and self talk
  - ▶ Become a more effective communicator
  - ▶ Learn to set achievable goals in line with personal values
  - ▶ Discover how to "feel the part", "look the part", "sound the part" and "become the part"
  - ▶ Be able to recognise and deal with difficult behaviours in other people
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### MODULES

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

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

#### 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](#)
- ▶ [In-house Training Instant Quote](#)
- ▶ [Public Classes - Enrol Now!](#)