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Assertiveness at work: A practical guide to handling awkward situations. Abstract The authors define the difference between assertiveness, non-assertiveness and aggression, and demonstrate how two people acting assertively can achieve a productive dialogue

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leading to results which satisfy both parties. Readers are shown how to meet aggression with assertiveness, and how to be assertive in such situations as negotiations and meetings, with people in senior positions, during change, under ...

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leader, specialist or key member of a team, *Assertiveness at Work*, Third Edition is a practical guide for developing your own natural assertiveness to benefit both yourself and your organization.

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way that minimizes conflict and  
stress.

This book will restore your  
confidence and help you to be  
more assertive and command  
more respect at work. It will  
enable you to: - Be valued for

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who you are - Ask for what you are entitled to - Say 'no' when you have the right to do so - Have your opinions and ideas heard and respected - Stand up for yourself - Handle difficult situations calmly and successfully  
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guide to how to deal with some of the most common situations that you are likely to face during your working life - including asking for a pay rise! →

Isn't it time you took a stand?  
Many women struggle with

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assertiveness, but if you're prone to anxiety and avoidance, it is especially difficult. Grounded in attachment theory, this essential guide will help you identify your thoughts and feelings, balance your emotions, communicate your needs, and set healthy

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boundaries to improve your life. When you're assertive, you're able to communicate your needs and wishes clearly while respecting yourself and anyone else involved in the interaction. But when you aren't assertive, you may stop yourself from

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saying anything when your needs aren't being met, or end up lashing out in hostile or hurtful ways. People with different attachment styles struggle with being assertive for different reasons, and even women with a secure attachment style may

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Understand the attachment styles that keep you from asserting yourself. You'll learn about the three communication stances—from the passive Doormat to the aggressive (or passive-aggressive) Sword to the assertive Lantern—and find

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Handling awkward situations. If you're not meeting your own needs, you'll be ready to assert yourself and get what you want. Whether you're anxious and overwhelmed by the intensity of your emotions, avoidant and struggle to identify your emotions, or otherwise have difficulty expressing yourself, this



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Effective communication is a

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(CBT) principles and that incorporate scientifically tested strategies for overcoming mental health difficulties. Used alone or in conjunction with therapy, our books offer powerful tools readers can use to jump-start changes in their lives.

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How to overcome challenges with confidence No matter how successful we are, we all face stressful and hard-to-handle challenges in daily life, and – if we want to be as happy and healthy as we can – we must learn to

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Techniques for managing others while maintaining mutual respect.

Asserting Yourself at Work

provides business professionals with the communication tools and psychological foundation they

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need to perform more assertively on the job. Designed for front-line managers, supervisors, team leaders, team members, employees, and life-long learners, this course promotes the use of direct, inclusive communication as a powerful tool for achieving

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that prompt students all along the way. Course Objective: Understand techniques for managing others while maintaining mutual respect and recognize and avoid self-defeating behaviors. Selected Learning Objectives • Set



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- Manage others without being aggressive or manipulative
- Respond to other people's needs without giving up your own
- Say "no" to unfair demands
- Resolve conflicts and deal with aggressiveness in others
- Enhance your self-

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How many times have you told  
yourself quit being such a  
PUSHOVER and stand up for what  
you really think and believe? Why  
don't you just speak up already?

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Are you fed up with pleasing others or settling for what you get instead of going for what you really want and need? Can you imagine how freeing and amazing it would be to get your power back and daring to be who you genuinely are? Are you looking for

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a straightforward and easy way to improve your self-esteem, reduce your self-criticism, feel better about yourself and have a healthier and happier life? If it sounds familiar then I urge you to keep reading. You are about to discover Be Assertive! Be your

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authentic self! This is not another book that gives you a plaster to put on the problem. This is a clear-cut cognitive behavioural therapy workbook that will help you become a more empowered and assertive individual, as well as, strengthen your self-esteem. It

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confronts the issue head on, asks you hard questions and reveals the true core source of your unassertiveness. By identifying and understanding the key psychological barriers that prevent you from acting assertively, challenging them

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directly and applying the newly learned strategies, you will be able to achieve permanent solutions. It will take a lot of motivation, energy, courage and hard work to create a change in your life but it is indisputably worth it. You may ask yourself:



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the present and the future.

2. Being able to communicate and express your own authentic unique self. 3. The dismantling of your inner bully and self-defeating behaviours will help you achieve your potential and a happier and more fulfilled life.

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4. Learning to challenge your daily negative thoughts will change and improve your emotions, behaviours, physical and psychological well-being and add balance to your life. 5. The strengthening and the enhancement of your awareness

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of your personal strengths, as well as, changing the way you think about yourself and others will enable you to achieve personal growth. 6. Attaining a better understanding and acceptance of yourself. 7. Bonus- introducing self-compassion to

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Have left you feeling unfulfilled and empty? You may currently be facing an unsettling internal conflict, wondering how you can assert yourself and express your genuine thoughts, needs, and opinions without being aggressive or disliked by those around you.

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Your generosity and kindness are indeed a double-edged sword - they may feel like your weaknesses, but you need to realize that they are also two of your most admirable strengths. Only then will you be able to find real balance in your life. Being



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assertive isn't synonymous with being aggressive or unfriendly - it is very much possible to be confident and firm all while being polite and kind. True assertiveness, rooted in a real inner desire to build relationships instead of destroying them, is a

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rare and precious commodity among people nowadays. The mere fact that you're striving for it shows off your undeniable strength and ability to transform and evolve as a human being. There's no reason to be held back by discomfort and fear anymore -

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with the right training, your timid nature will undoubtedly subside, making room for the assertive person you've always longed to be. In Assertiveness Training, you will discover: How to recognize the subtle behaviors that have been hindering your path to self-

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fulfillment, as well as ways to start transforming them into more positive and self-affirming habits. Scientifically proven steps to practice self-awareness and emotional control to avoid the most common emotional setbacks barricading the way between you

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and your assertive self How to tackle the anxiety and fear that come from your first attempts at being assertive, making assertiveness second nature A plethora of situation-based tips and tricks that will guide you through the process of knowing

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exactly what to say and do to let people know that you're not to be walked over Comprehensive guidance on how to be assertive in your workplace to finally get the recognition and respect you deserve How to find the right balance between passive and

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aggressive behavior to gain genuine respect from others, untainted by pity or fear A step-by-step action plan, taking you on a transformative journey towards building more confidence that's rooted in a polite and kind contact with the people around

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Assertiveness is not a natural-born trait, but it is a skill that we all can acquire with perseverance and the right kind of guidance.

It's time to stop living your life feeling like a vessel for others to use as they wish. Unlike what you



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may fear, being assertive isn't going to cause others any pain or hatred. It will instead create healthy boundaries through which you and your acquaintances can communicate more honestly and freely. If you want to gain the respect and admiration of others

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