

The Assertive Communicator

*Releasing Your Confidence and Communication
Power*



Can You Relate to The Following?

- Struggling to voice your opinion in a meeting that is dominated by others...
- Trying articulate what you know in your head but find it difficult to express
- Or perhaps finding others clam up or don't say much when you're communicating?
- Feeling a lack of confidence to express your opinion freely
- Or even experiencing the extremes of claming up or blowing up...
- Or perhaps leaving the office *again* with an overload of work and wishing you had been able to say NO!!

If any of these describe your communication experiences then **'The Assertive Communicator'** could be exactly what you need.

The ability to be assertive and display the necessary confidence to gain the results and success we desire is not always that straight forward. We live in a world that is plagued by poor self esteem and personal image which has a direct effect on our ability to perform and reach our true potential. Discover the secrets to tapping in to your power and releasing your confidence to become the assertive person in your work environment that you have always wished you could be!

You Will Discover

- ✓ Some simple strategies to immediately increase your assertive communication
- ✓ How to deal with different personality and communication styles
- ✓ The real difference between assertiveness, aggression and passive/aggressive behavior
- ✓ Effective questioning techniques to plant seeds of influence in the listeners mind
- ✓ How to use power bases to facilitate discussion
- ✓ The successful and necessary mindset to becoming an assertive communicator
- ✓ A unique 6 step formula to release your confidence power
- ✓ How and when to be assertive - it is not always wise or necessary
- ✓ Your current assertiveness level by using our self assessment exercise
- ✓ How to say no without feeling guilty or being perceived as aggressive or difficult
- ✓ What to do when you get negative reactions to your communication message
- ✓ The key skills and mindset necessary to communicate with different levels of authority
- ✓ The ability to structure and communicate your message persuasively

Participant Outcomes

- ✓ Develop a clear action plan to increase your assertiveness and confidence to a whole new level of impact.
- ✓ Communicate and position your message in the most influential way.
- ✓ Use effective questioning strategies to navigate to your desired outcome.
- ✓ Know how to say 'no' and set effective boundaries.
- ✓ Feel more comfortable when others are critical or don't agree with you.
- ✓ Develop response phrases and statements.
- ✓ Understand the barriers and people filters that will block your message.

Workshop Format

All of our workshops use adult learning methods to maximise interactivity, engagement and fun. Our Facilitators use a combination of professional visual aids as well as multimedia to present the information. Each workshop has tailor made activities and discussions and even though the information has a specific format it is adapted and customised to suit each group.

All CAL facilitators are industry experts in their chosen field and come with a wealth of practical business experience, qualification and application.

Designed For:

This is applicable to anyone who desires to find fresh strategies to become more influential and to gain buy in to their ideas and proposals and for those who are currently looking to increase their ability to set appropriate boundaries and communicate clear messages. If you are looking for new ways to increase communication and personal confidence in business and in life then 'The Assertive Communicator' could be just the workshop for you. Aimed at all roles and functions across all industries.

Price: \$395 Inc GST (1 Day)

Includes all materials as well as morning tea, lunch and afternoon tea.

Group Booking Price:

- 2 Participants 20%
- 3 and above Participants 30%

To Register:

Call us on (03) 9421 2444

Location:

All courses are conducted on our premises
3 Prince Patrick Street, Richmond Melbourne

We can also arrange for onsite group bookings as well