**Savage *Communications***

**ASSERTIVENESS**

**Thursday 14 January 2021**

**11.00-13.00**

[Meeting link](https://us02web.zoom.us/j/87677866254?pwd=RHVzTUVDQVRzM2YwamlBeXRXU1hPQT09)

**Meeting ID: 876 7786 6254
Passcode: 969983**

**PLEASE BRING A**

**CHARGED MOBILE PHONE**

[**THERE IS MANDATORY PRE-WORK**](https://www.savagecommunications.co.uk/ji-gh-a-ae-14-jan-2021)

**Contact the organiser**

**ABOUT THE TRAINING**

Hi everyone,

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This interactive session offers practical techniques to help you feel more confident in handling other people and dealing with difficult situations. It looks at how to find your voice with clients and colleagues, while staying true to your values.

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**Here's an overview of the workshop content:**

* **Define assertiveness and appreciate its benefits**
* **Understand the cost of not being assertive**
* **Voice your needs and wants confidently**
* **Increase your locus of control**
* **Express yourself positively, saying yes, under your terms**
* **Learn how to structure important conversations**
* **Communicate assertively, using verbal and non-verbal techniques​**

See you next week!

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Kerry

**PREPARATION**

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**Part 1**

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Think of a polite request you would like to make to someone more senior - ideally, something you've been wanting to say, but haven't yet plucked up the courage.

Examples might be:

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* I find it challenging when I get briefs late in the day, as it means I often have to work late and can't manage my time

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* I don't like receiving out of hours emails, because I feel I have to respond in my spare time

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* When I try to speak in client meetings, I often get talked over or interrupted

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But do choose your own - and pick something that will allow you to practise your assertiveness skills and take you a little bit out of your comfort zone.

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Use the [attached template](https://55e3a418-2217-41c5-89ac-62665c184810.filesusr.com/ugd/ef8869_286eadc551df412a84956bdafb91cf99.docx?dn=Assertiveness%20Structure.docx) to jot down your conversation.

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**Part 2**

**​**

Complete the attached [assertiveness questionnaire](https://55e3a418-2217-41c5-89ac-62665c184810.filesusr.com/ugd/ef8869_bd3dff6144f044cab525f5747674e927.docx?dn=Assertiveness%20Questionnaire.docx).

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Please send both pieces of work to Emily by midday, Monday 11 January.​

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