

ASSERTIVENESS SKILLS

PATIENT INFORMATION SHEET

Course aims

- To help you to understand what being assertive means and the difference between assertiveness and other behaviours such as aggression.
- To look at reasons why you may struggle with being assertive and to explore how assertiveness and basic human rights are linked
- To help you to understand your strengths and how they can be applied to making changes in your behaviour
- To teach you some tools and techniques that will help when trying to become assertive in a variety of situations.



About the sessions

The course consists of a series of six one and a half hour sessions delivered weekly:

- Session 1** = We start by examining what it means to be assertive and the alternatives.
- Session 2** = We explore some of the reasons why we might use less effective behaviours. We look at the positive aspects for changing and identify what skills and personal strengths that you already have, that will help you to change.
- Session 3** = We look at how to develop assertive behaviours and consider how personal rights and responsibilities play a part. We consider what 'communication' is and how it impacts on assertiveness
- Session 4** = We look at 'being assertive' and how various tools and techniques can be used in different situations to help you act assertively.
- Session 5** = We continue exploring the application of the tools and techniques, and we look at 'feedback' and its role in becoming assertive.
- Session 6** = We look back at what you have learnt. We consider things that might be helpful as you move forward. There is an opportunity to start to create an action plan.

What will it be like?

- You can wear your ordinary clothes – there is no dress code.
- You might want to bring a pen to write your own notes on the workbook.
- There are likely to be about 12 other people on the course.
- On arrival you will be greeted by the course leader. You can pick a chair and sit down. The course leader will ask you to give your name to sign you in (necessary for health and safety reasons).
- We try to start and finish the courses on time. If you are late, don't worry. Just arrive when you can. It's better to come late than to miss the session completely. Traffic happens! If you need to leave early let the course leader know on arrival, but feel free to leave when you need to without asking permission.
- The course is intended to be informal and enjoyable. It is taught using hand outs, which form a personal journal for you to keep. Each week you get the next section of the workbook. You don't have to remember to bring the previous week's hand outs with you.
- We stick to a few teaching methods which are comfortable for the majority of people. Please, feel free to ask questions and join in with discussions during the sessions.
- The workshops are psycho-educational, which means they are largely based around teaching you skills to help you develop assertive communication skills. There are opportunities for you to practice the skills learnt in sessions at home. It is advised that you attempt the suggested tasks at home as this will help you to generalise the skills to your everyday life. However, the focus will remain on the teaching of skills rather than the exploration of personal histories, which might be more appropriate for individual or group counselling sessions.