IIT ROORKEE

NPTEL ONLINE CERTIFICATION COURSE

Lecture - 30

Assertiveness-2

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- Behaving assertively can help you-

➢ Gain self-confidence and self-esteem
➢ Understand and recognize your feelings
➢ Improve communication
➢ Create win/win situations
➢ Improve your decision making skills
➢ Create honest relationships
➢ Gain more job satisfaction

Tips to Help You Become More Assertive

- Assess your style
- Use ‘I’ statements
- Practice saying ‘No’
- Rehearse what you want to say
- Use body language
- Keep emotions in check
- Start small

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- Insight into building better boundaries and maintaining them
- Name your limits
- Tune into your feelings
- Be direct
- Give yourself permission
- Consider your past and present
- Make self-care a priority
- Seek support
- Express your needs and feelings