



IMPROVING YOUR ASSERTIVENESS AND LEADERSHIP SKILLS

What is leadership? It's the self-confidence which comes from being able to act assertively; for example, to involve other people in activities, create a climate of trust and cooperation between the participants in a project, establish yourself as a stable and credible contact in difficult situations, and encourage efforts in a context in which power has to be earned. It may often seem easier and safer to hold your tongue about your misgivings or objections, or to use power or manipulation to succeed. However, you can only create long-term confidence and commitment if you adopt an assertive attitude in which you express what you are thinking and give yourself certain rights. This highly operational course will teach you to assert yourself in a certain number of critical situations. Firstly, it will give you a better understanding of the principles underlying self-confidence and the risks associated with passive or aggressive behaviour. Then, it will help you to think about the challenges that other people face so that you can take them into account. Finally, it will help you to shape how you act, in order to create an environment that fosters cooperation with everybody around you.

This programme is designed for:

- business unit managers
- line managers
- project managers

At the end of this course you should be able to:

- master your emotions to avoid losing your cool in times of stress
- develop an assertive attitude and be firm without being aggressive
- foster cooperation
- master techniques to cope with tough situations

The communication certificate shows you have acquired the skills covered in the course.



Benefits of the programme:

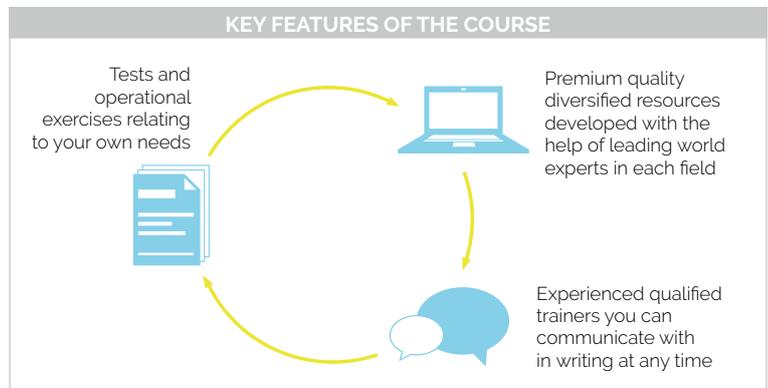
an increased atmosphere of trust within your team and in your work environment
win-win relationships for successful projects and effective teamwork
faster decision-making and increased performance

3 MONTH TRAINING PATH (21 HOURS)

A welcome message includes your login ID for the training course website.

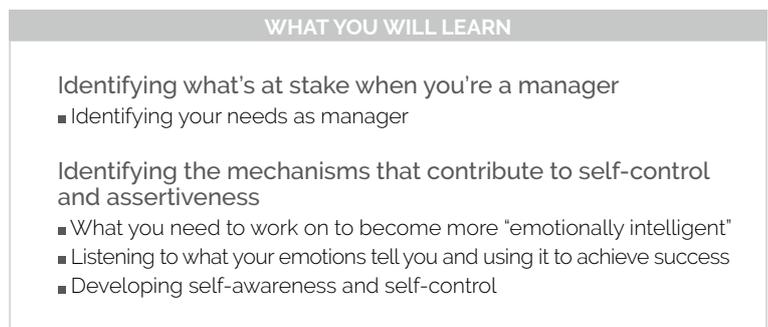
1 Preparing for the programme

Assess your level before you begin your training, and tell us what you expect from the course so that your trainer can recommend a personalised training path.



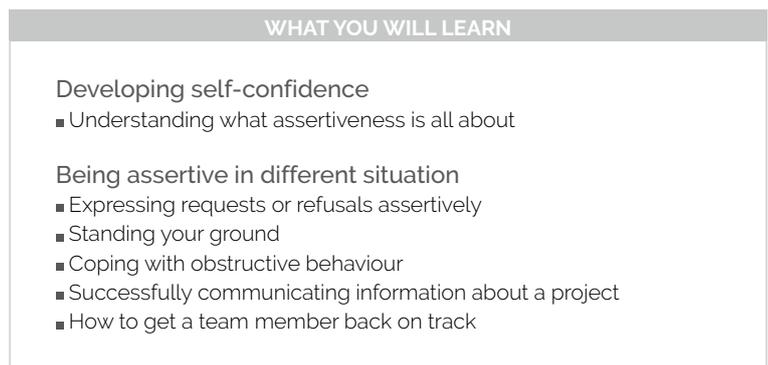
2 Mastering the fundamentals

Begin training and putting the fundamentals into practice, making the most of your trainer's experience and advice.



3 Building on what you've learned

Consolidate the skills you've acquired and build on them. Receive an action plan recommended by your trainer.



4 Receiving your certificate

Your trainer assesses your progress on the course. When the course is completed, you'll receive a certificate endorsing the skills you've acquired.

