

1. Record Nr.	UNINA9910451818703321
Titolo	Assert yourself : how to find your voice and make your mark
Pubbl/distr/stampa	London : , : A&C Black, , 2009
ISBN	1-280-85135-X 9786610851355 1-4081-0254-4
Edizione	[Revised edition.]
Descrizione fisica	1 online resource (97 p.)
Collana	Steps to success
Disciplina	650.13
Soggetti	Assertiveness (Psychology) Interpersonal communication Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Includes index.
Nota di contenuto	Cover; Titlepage; Copyright; Contents; How assertive are you?; 1 Communicating assertively at work; 2 Developing presence; 3 Building confidence at work; 4 Managing others' perceptions; 5 Using non-verbal communication; 6 Dealing with stressful relationships and bullying; 7 Improving leadership skills; 8 Negotiating the pay rise you deserve; Where to find more help; Index
Sommario/riassunto	Full of practical, step-by-step advice on how to boost your self confidence and deal with others assertively without appearing aggressive, Assert yourself contains a self-assessment quiz, top tips, common mistakes and advice on how to avoid them, summaries of key points, plus lists of handy books and weblinks.