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Descrizione fisica	1 online resource (viii, 160 pages)
Collana	Creating Success Creating success
Disciplina	650.1 650.13
Soggetti	Organizational behavior Assertiveness training Assertiveness (Psychology) Interpersonal relations
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di contenuto	Introduction -- To be, or not to be? -- Prepare to assert yourself -- Positive thinking -- Rights and wrongs -- Now and then -- Now see hear -- Body talk -- Relationships -- Words and phrases -- Power -- Yes and no -- Problem people -- Tricky situations -- Evolving technologies -- Conclusion.
Sommario/riassunto	Develop Your Assertiveness offers simple techniques that will help you become more aware of your strengths and weaknesses, so that you can learn how best to modify your behaviour in social and business interactions. Being more confident and learning how best to communicate with your colleagues will enable you to create win-win situations, thus improving your career prospects and enhancing your social life. Packed with examples and exercises, this essential guide covers topics such as: the importance of choice of behaviour; tension control; self awareness and self-esteem; relationships; making