

# LEARNING TO BE MORE ASSERTIVE IN THE WORKPLACE

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## Objective:

To take steps to become more assertive in the workplace.

Bullies prey on those who are unwilling to stand up for themselves. They target people who show insecurity, anxiousness, or a lack of self-esteem.

The most effective way to deal with bullying is to be assertive. This doesn't come easily for some, but learning to speak up and handle yourself with confidence can not only fend off bullies but also improve your social and professional interactions.

Here are some simple techniques to be more assertive in the workplace.

- Offer positive input to colleagues
- Ask questions (in a friendly manner rather than defensively)
- Contribute supportive statements about ongoing projects
- Provide your opinion and suggestions
- Speak up when others make unreasonable demands

## Directions:

List some workplace situations in which you could be more assertive and describe how you can use the tips listed above to improve those interactions.

| Situation | Technique | Implementation |
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