



DATES

March 19 - 20, 2020
Thursday - Friday
9:30 am - 5:30 pm

PROGRAM FEE

Php 11,800.00 (Early Eagle Rate
until Mar. 5)
Php 12,800.00 (Regular Rate)

HOW TO REGISTER Online

www.cce.ateneo.edu

Email

sales.cce@ateneo.edu

Call

+63(2)8830.2041

Schedules and prices may
change without prior notice.

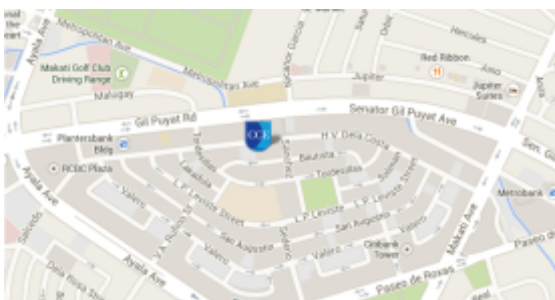
Developing Assertiveness for Leaders

Package inclusions:

- Program fee
- Training kit
- AM/PM snacks
- Lunch
- Certificate of course completion

Venue:

Ateneo de Manila University - Salcedo Campus
3/F Ateneo Professional Schools Bldg.,
130 H.V. Dela Costa St., Salcedo Village,
Makati City, Philippines



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November 25, 2019



ATENEO DE MANILA UNIVERSITY
GRADUATE SCHOOL OF BUSINESS



leadership and management

Developing Assertiveness for Leaders

March 19 - 20, 2020



CENTER FOR CONTINUING EDUCATION

Those who stand for nothing fall for anything. - Alexander Hamilton

Assertiveness is a state of mind, an attitude, a way of thinking. It is about how you interact with others to be a better manager, colleague, or team member. Assertiveness is at the heart of your relationship with yourself and with others. It enables you to use behaviors that you and other people value.

Developing Assertiveness for Leaders gives you an opportunity to learn how your behavioral style impacts your overall performance as a manager. You will assess your current assertiveness skills and find out how you can improve them for a more effective approach. This program shows you how to employ assertiveness skills to take control of situations without threatening or alienating others.

Developing Assertiveness for Leaders

objectives

After the course, you will:

1. Learn to express your rights, opinions, and feelings honestly, discretely, and appropriately without violating the rights and self-esteem of others;
2. Build up confidence and self-esteem;
3. Empower yourselves and your staff; and
4. Improve communication by using assertive-responsive skills.

who should attend

For career men and women, professionals, people in management & leadership engaged in continuous improvement



resource person



MARIA SOCORRO (BABY) P. JAMIAS is a Gallup-Certified Strengths Coach, a learning and development facilitator, and a capability-building consultant. She also has a Certificate in Organization Development from the Ateneo Human Resources Center. She works with the academe, government, various businesses, and other private organizations. Her expertise includes performance improvement, talent management, professional skills development, and leadership and management training.

Ms. Jamias was a faculty member of Far Eastern University, University of Sto. Tomas, Maryknoll (now Miriam) College, St. Joseph's College, and Ateneo de Manila.

She completed her Master of Arts degree in Linguistics at the Ateneo de Manila University. She likewise took graduate studies in Education, Drama, and Speech at the University of the Philippines, University of Sto. Tomas, and Ateneo de Manila University respectively.

Currently, she is Program Director of the Happiness at Work Series and the Communication Excellence Series of the Ateneo Center for Continuing Education.

program content

I. Introduction

- A. An introduction to assertiveness
- B. Do I want to be assertive? A look at myself
- C. Introduction of assertive/responsive model
- D. Assessing personal level of assertiveness

II. What is assertiveness?

- A. The nature of assertiveness and popular misconceptions
- B. The fear of being assertive and the desire for harmony
- C. Individual rights and responsibilities
- D. Self-image, self-esteem, authenticity, and the power of beliefs

III. Assertive, aggressive, and passive behaviors

- A. Body language, vocal image, and verbal patterns
- B. Response to pressure situations
- C. Consequences in the workplace
- D. How perceptions determine reactions

IV. Techniques to becoming positively assertive

- A. Changing destructive internal dialogue
- B. Speaking up; standing up for yourself
- C. Giving and receiving feedback, criticism, and praise
- D. Handling difficult, controlling, and manipulative behavior in others

complementary programs

Communicate with Impact

February 20 - 21, 2020

This is a two-day program helps you understand effective speaking, and then shows you how to communicate your message in the best possible way. It is designed to provide information and background on spoken communication in a variety of settings (relationships, groups, and public), and in situations where we must make public presentations.