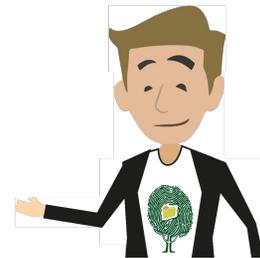




PERSONALIZED
DEVELOPMENT PLAN

Made for



SOFT SKILL
SELF-AFFIRMATION
(ASSERTIVENESS)

DAVE LOPPE



ROAD RH

RÉPERTOIRE D'OUTILS ET D'ACTIVITÉS DE DÉVELOPPEMENT

RoadRH.com
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COMPETENCY DEVELOPMENT PLAN - INSTRUCTIONS

You have this tool because you have decided to develop the skill mentioned above.

In this document you will find some reading's suggestions and links to on line resources concerning this particular skill. These resources are meant to bring you information and to help your reflection.

Note that reading alone is not enough to effectively integrate learning. Thinking about it and taking notes on what you have learned and understood will allow you to better assimilate the new elements and to structure your development strategy.

Since "the finest theory has value only in the works in which it takes place" (Romain Rolland), what you have learned and assimilated, you will have to put it into practice in order to effectively develop your competence.

The action learning activities, which you will find on the next page, offer you practice exercises to observe, reflect, exchange and experiment around this skill. You can imagine others or personalize those that are presented to you to integrate those in your own reality.

Once again, reflection before and on the action will allow you to improve more surely your skill.

We recommend the use of a notebook to allow you to record your thoughts and to be able to refer back to those later in order to measure your progress.

Good development!

SELF-AFFIRMATION (ASSERTIVENESS)

To form an opinion, to express one's opinions, to be firm and to command respect, all while respecting one's interlocutors.

Workload table

Activities	Workload remaining (H:M)	Activities	Workload remaining (H:M)
 Weblinks	03:30	 Online Articles	01:26
 Online Documents	01:18	 Books	05:58
 Blogs	00:00	 Training	07:10
Total workload	19:24	Total workload remaining	19:22

Workload is calculated on the basis of quantifiable data (the number of words in an article, document, book or the length of a video). The time it takes for you to do Action Learning Activities or consult websites or blogs of an indefinite number of pages is not taken into consideration.

MY SOFT SKILLS & PERSONAL DEVELOPMENT TARGETS

SELF-AFFIRMATION (ASSERTIVENESS)

To form an opinion, to express one's opinions, to be firm and to command respect, all while respecting one's interlocutors.

The development plan of Dave Loppe for the soft skill Self-affirmation (assertiveness) should be done by 2018-05-01, 363 day(s).

Personal Development Targets

Introspective questions to get you started on some constructive thinking

Target Behaviours

Is able to say no without feeling guilty

Do I know how to say no? Am I known as a person who never turns down a request or more as a reasonable person who knows their limits and stays within them? Do I tend to accept the requests of others a little too systematically even when reason would dictate that I refuse, or do I know how to say no without feeling bad? What do I do, or could I do, to gently but firmly say no without feeling guilty? Do I feel comfortable refusing an interesting proposition because I don't have the time to do it?

- I know how to positively manage the refusals I need to give others
- I am able to refute a proposition without feeling guilty

Presents themselves as a solid and assertive person

What is my spontaneous attitude when I present myself to others? Do I position myself as a resolute and assured person or do I highlight my own faults and indecision? What do I do, or could I do, to affirm myself and show confidence? Do I perceive myself as someone who is sure in their work?

- I display a firm and decided character
- I am a solid person and assertive in my work

Respects themselves, respects others and demands respect from others

Do I normally demonstrate respect towards others and do I receive respect in return? What would allow me to affirm that I respect myself and have a healthy self-esteem? What do I do, or could I do, to show respect and be respected by others? Do I do all that is necessary to respect myself, be respected and respect my colleagues in my work environment?

- It can be said of me that I am respectful and respectable
- I always respect myself, demand the respect of others and show respect to my colleagues

MY PERSONAL DEVELOPMENT ACTION PLAN FOR THE COMPETENCY SELF-AFFIRMATION (ASSERTIVENESS)

ACTION LEARNING SECTION



OBSERVE

Think about the kinds of contexts in which you find it easier to assert yourself and try to determine which factors encourage you to take a stand and assert yourself. In the same way, think also about the kinds of contexts which make it more difficult to assert yourself and take note of the factors which tend to hinder you from asserting yourself.

Think about your workplace environment and draft a list of the hindrances and kinds of pressures that influence your self-assuredness and your ability to make your own decisions.

Identify the people around you who seem to find it easy to assert themselves. Create a profile on the basis of the characteristics that they share in common that make them self confident individuals. Try to determine which of these shared characteristics you possess or could develop and make an effort to display and practice using them as much as possible.



DISCUSS

Talk with your colleagues and friends on the various ways to assert oneself. Get the discussions on the topic started by providing them with practical, real-life situations and scenarios.

Meet with someone whom you admire for their ability to take a stand and defend their opinions. Try to understand how they go about building arguments and then presenting them. Pay particular attention to their tone of voice, mannerisms and how they make eye contact.



ACHIEVE

Select a topic of **debate** and prepare yourself to defend your **point of view**.

Meet my boss to make him understand that I can carry out the project X at the same time as my regular work



40 day(s) - 2017-06-12

Use every occasion to make a marked effort to share your point of view.

When there is a lot to do, do not hesitate to point out the fact that more projects may mean more stress, for example, new projects which require an important, immediate involvement.

Prepare a presentation on the tools and techniques available to help people assert themselves and share it with your collaborators and team members and encourage them to do the same.

ELECTRONIC REFERENCE SECTION



WEB LINKS

750 words

<http://750words.com/>



Emotional Intelligence (EQ) : Five Key Skills for Raising Emotional Intelligence

 3 day(s) - 2017-05-06

<https://www.helpguide.org/articles/emotional-health/emotional-intelligence-eq.htm>

Assertiveness - Working WITH People, Not Against Them

 340 day(s) - 2018-04-08

<https://www.mindtools.com/pages/article/Assertiveness.htm>

Assertiveness - Role Playing and Sample Situations

 66 day(s) - 2017-07-08

<http://www.mtstcil.org/skills/assert-8.html>

Assert Yourself

 152 day(s) - 2017-10-02

<http://stronginsideout.com/assert-yourself/>

How to be more assertive

 121 day(s) - 2017-09-01

<http://www.teamtechnology.co.uk/assertiveness/how-to-be-more-assertive.html>



ONLINE DOCS

5 Steps to Better Relationships Using Assertive Communication

 32 day(s) - 2017-06-04

<https://www.youtube.com/watch?v=L3zj2gJXdTY>

Document Type: Video

Author: Jeremy Thompson

Year: 2011

Being Assertive: 5 basic techniques

 40 day(s) - 2017-06-12

<https://www.youtube.com/watch?v=1QPWVvkBnhI>

Document Type: Video

Author: Neil Holtschulte

Year: 2011

Don't Be A Doormat: Asserting Yourself in the Workplace

 5 day(s) - 2017-05-08

<https://www.youtube.com/watch?v=MzRcbb21Xi8>

Document Type: Video

Author: worldwidelearn.com

Year: 2010

How to be assertive

 336 day(s) - 2018-04-04

https://www.youtube.com/watch?v=HVF2bg_BMqk

Document Type: Video

Author: Suzanne Potts

Year: 2011

Positive Attitude and Influencing



<https://fr.slideshare.net/satyam83/positive-attitude-assertiveness-and-influencing-24...>

Document Type: .ppt

Author: A.E. Schwartz

Year: 2007

Simple Ways To Improve Self-Confidence



34 day(s) - 2017-06-06

<https://www.slideshare.net/CommLab/simple-ways-to-improve-selfconfidence>

Document Type: .ppt

Author: CommLab India

Year: 2011



BLOGS

Self confidence source



4 day(s) - 2017-05-07

<http://www.selfconfidencesource.com/>



ONLINE
PERIODICALS

How To Assert Yourself - Five Assertiveness Tips Every Man Should Learn... From A Woman



38 day(s) - 2017-06-10

<http://ca.askmen.com/money/successful/how-to-assert-yourself.html>

Journal/Periodical: AskMen

Author: L. Kohler

Year: 2015

How to Assert Yourself at Work



149 day(s) - 2017-09-29

<http://work.chron.com/assert-yourself-work-20827.html>

Journal/Periodical: Houston Chronicle

Author: C. Browne

Year: 2015

4 Ways to Assert Yourself (Effectively)



341 day(s) - 2018-04-09

<https://www.inc.com/geil-browning/leadership-communication-maximize-assertiveness.htm...>

Journal/Periodical: Inc.

Author: G. Browning

Year: 2013

What Breaks a Leader: the Curvilinear Relation Between Assertiveness and Leadership



148 day(s) - 2017-09-28

<http://www.apa.org/pubs/journals/releases/psp-922307.pdf>

Journal/Periodical: Journal of Personality and Social Psychology

Author: Daniel R. Ames, Sanford C. Bernstein, Francis J. Flynn

Year: 2006

How to Assert Yourself at Work



33 day(s) - 2017-06-05

<http://www.rd.com/advice/work-career/how-to-assert-yourself-at-work/>

Journal/Periodical: Reader's Digest

Author: E. Kuhnke

Year: 2014

How to Be Assertive Without Being Arrogant



347 day(s) - 2018-04-15

<http://www.wikihow.com/Be-Assertive-Without-Being-Arrogant>

Journal/Periodical: wikiHow

Author: WikiHow; Various

Year: 2013

BOOK SECTION



BOOKS

Establish Credibility (Not Another Klone)

Author: Marinus Tahu
Year: 2013
Publisher: Amazon Digital Services, Inc.
Length: 11



17 day(s) - 2017-05-20

Develop Your Assertiveness (Creating Success)

Author: Sue Bishop
Year: 2013
Publisher: Kogan Page
Length: 168 p.



75 day(s) - 2017-07-17

TRAINING SECTION



TRAINING

Assert Yourself!

Offered by: Centre for Clinical Interventions
Duration: 10 Online Modules, 40 mins each



66 day(s) - 2017-07-08

Assertiveness toolkit

Offered by: ellicom
Duration: 30 mn



360 day(s) - 2018-04-28