##### **HDN Mentoring Staff Mentoring Programme 2017 – 2018 East & Midlands**

**Class 2: Developing Assertive Communication and Behaviour**

##### **ASSERTIVENESS means…**

1. Respecting myself, that is who I am and what I do.
2. Taking responsibility for how I feel and what I think and do.
3. Recognising my own needs and wants independently of others, that is separate from what is expected of me in particular roles, such as “wife”, “husband”, “lover”, “daughter”, “son”.
4. Making clear “I” statements about how I feel and what I think.
5. Allowing myself to make mistakes, that is recognising that sometimes I will make a mistake and that it is OK to make mistakes.
6. Allowing myself to enjoy my successes, that is validating myself and what I have done and sharing it with others.
7. Changing my mind, if and when I choose to.
8. Asking for “thinking it over” time.
9. Asking for what I want, rather than hoping someone will notice what I want and moaning later that I didn’t get it.
10. Setting clear boundaries.
11. Recognising that I have a responsibility towards others, rather than being responsible for others. As adults we have responsibility for and towards our children which is different from having responsibility towards each other people and their right to be assertive.
12. Respecting other people and their right to be assertive.

Ref: Anni Townsend, Assertion Training – A Manual for those involved in training, FPA Education Unit, 1985

**Being assertive means relating to other people on an equal basis, openly, honestly and directly. It means standing up for your rights whilst, at the same time, remembering that the other person has equal rights.**

**Assertiveness does not mean winning all the time. It’s about turning win/lose situations into win/win situations by reaching a workable agreement that doesn’t compromise your self-respect. You can only have a real agreement between equals.**

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| **PASSIVE** | **MANIPULATIVE** |
| Has rights violated; is taken for granted and advantage of. | Violates rights; takes advantage of others. |
| Does not achieve her goals. | May achieve her goals by misusing others – i.e. means justifies end. |
| Feels frustrated, unhappy. Hurt Anxious | Has to out-manipulate others. No sense of inner self as powerful.Rights obtained by default/outwitting |
| Inhibited, withdrawn. Unexpressive. | Uses emotion for an end. Works underhand, deviantly. |
| Allows others to choose for him. | Appears to let others choose. Persuades others to his choice. |
|  **AGGRESSIVE**  | **ASSERTIVE** |
| Violates rights; does not consider others’ rights. | Protects his own rights and respects the rights of others. |
| May achieve her goals at expense of others. | Achieves her goals without obstructive, destructive behaviour. Considers others. |
| Defensive, belligerent. Humiliates and depreciates others | Feels good about herself. Has appropriate confidence in self. |
| Explosive. Unpredictably hostile. Angry. | Socially, emotionally expressive. |
| Intrudes on others’ choices. | Chooses for himself |

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**Q: What would behaving more assertively mean to you?**

**Add your own thoughts …**