

Specific Techniques For Assertiveness

- Be as specific and clear as possible about what you want, think, and feel. Other people can't know what is on your mind.
“I have a different opinion” ✓
“It was very kind of you to help me with my homework” ✓
- You can acknowledge ownership with personalized (“I”) statements such as
“You're wrong” ✗
“I don't agree with you” ✓
- Be direct. Deliver your message to the person for whom it is intended. If you want to tell X something, tell X ; do not tell everyone except X; do not tell a group, of which X happens to be a member.
- Avoid exaggeration
“You never know your responsibilities” ✗
“I needed my book today but you didn't bring it. Yesterday you forgot to bring my other book.” ✓
- Take responsibility for your message
“You make me angry” ✗
“When you behave like that I get angry” ✓
- Emphasize reality not your own judgements
“This is meaningless homework” ✗
“This homework does not really meet the expected aim” ✓
- Pay attention to your tone and your body language. Most of the time “how” you said something is more important than “what” you said.
- Ask for feedback. Am I being clear? How do you see this situation?

If you need additional help, our counseling services at EMU-PDRAM offer free workshops, discussion groups, and individual counseling.

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ASSERTIVENESS

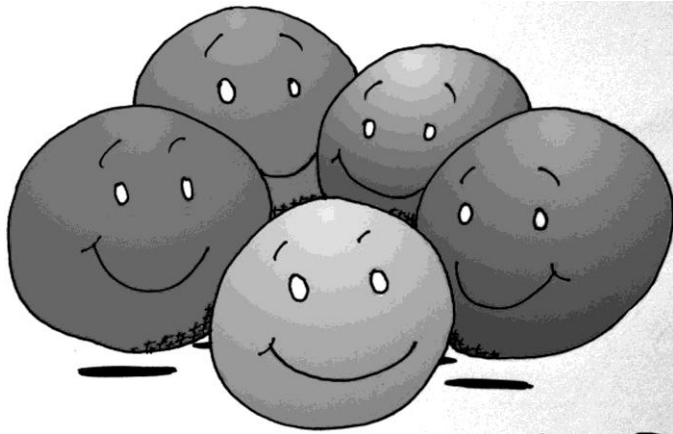


Do you have trouble keeping your temper under control and behave aggressively?

Do you have trouble saying no?

What is assertiveness?

Assertiveness is a skill that can be learned and maintained with practice. It means expressing your opinions, feelings, attitudes and rights honestly, and in a way that doesn't infringe on the rights of others. Assertive behaviour shows you respect yourself and others. Assertiveness aims to ask for fair play and meets each side's needs.



What assertiveness is not?

Assertiveness does not mean aggressiveness or being rude.

Aggressiveness means standing up directly for personal rights and expressing thoughts and feelings in a way that violates other people's rights by humiliating, degrading, belittling or overpowering other people.

Assertiveness is not same as passivity.

Passivity means violating one's own rights by failing to express honest feelings, thoughts, and beliefs. Consequently, a person who behaves in an apologetic, diffident and self-effacing manner permits others to disregard them and violate their rights.

Generally, assertive behaviors lead to increased respect from others, their willingness to see you as a person who respects him/herself, is *worthwhile* and is more loveable!

Do not forget that you have some rights!

You have,

- the right to ask for behavior change from others. (They also have the right to refuse.)
- the right to decide how to lead your life. This includes pursuing your own goals and dreams and establishing your own priorities.
- the right to have your own values, beliefs, opinions and emotions--and the right to respect yourself for having them, no matter what the opinion of others are.
- the right not to justify or explain your actions or feelings to others.
- the right to tell others how you wish to be treated.
- the right to express yourself and to say "No," "I don't know," "I don't understand," or even "I don't care." You have the right to take the time you need to formulate your ideas before expressing them.
- the right to ask for information or help -- without having negative feelings about your needs.
- the right to change your mind, to make mistakes, and to sometimes act illogically - with full understanding and acceptance of the consequences.
- the right to like yourself even though you're not perfect, and sometimes to do less than you are capable of doing.
- the right to have positive, satisfying relationships and freedom to express yourself honestly -- and the right to change or end relationships if they don't meet your needs.
- the right to change, enhance, or develop your life in any way you determine.