

ASSERTIVENESS COMMUNICATION MANAGER FOR RESPONSIBILITY

- **Understanding Assertiveness in the Workplace:** Explore the definition and significance of assertiveness in a managerial context.
- **Importance of Assertiveness for Managers:** Delve into why assertiveness is crucial for managerial success.
- **Key Elements of Assertive Communication for Managers:** Break down the essential components of assertive communication.
- **Developing Assertive Communication Skills:** Explore practical strategies and exercises that managers can implement to enhance their assertiveness communication skills.
- **Assertiveness Styles for Managers:** Discover different assertiveness styles and their applicability in managerial roles.
- **Navigating Conflict with Assertiveness:** Understand how assertiveness can be a powerful tool in conflict resolution.
- **Building Positive Relationships with Teams:** Explore how assertive communication contributes to building positive relationships with teams.

Assertiveness For Managers

J Rink



Assertiveness For Managers:

Assertiveness for Managers Terry Gillen,1992 Flatter organizations decentralized authority changing technology obsolete skills downsizing retraining outplacement these are common features of today s business environment Against such a background success depends increasingly on the personal credibility of individual managers In this timely book Terry Gillen explains how an assertive style of management can dramatically improve effectiveness He sets out the principles and benefits of assertive behaviour and shows how to apply assertiveness techniques in everyday management situations Part I places assertiveness in the context of the modern manager s job illustrates the three main types of behaviour and describes a method of harnessing emotional energy to ensure the desired results Part II shows how to handle a range of management problems including aggressive bosses or colleagues receiving giving criticism disciplining staff resolving conflict and controlling stress Each chapter contains examples of the particular problem guidance on how to deal with it assertively and a summary for rapid reference This is above all a practical book Do you asks the author want to be the kind of manager who motivates his or her team to achieve their objectives inspires loyalty in subordinates earns the respect of colleagues is held in high esteem by senior management feels self confident at work If so you are ready to benefit from developing your assertiveness with Terry Gillen s help BOOK JACKET Title Summary field provided by Blackwell North America Inc All Rights Reserved *Assertiveness for Managers* Diana Cawood,1992 Many worksheets charts and case studies enhance this book written for supervisors The author gives examples of the basic give skills and take skills of assertive behaviour and covers performance appraisal and goal setting **POSITIVE MANAGEMENT: ASSERTIVENESS FOR MANAGERS** ,1992

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