

ASSERTIVENESS TRAINING FOR WOMEN IN BUSINESS

Strengthen your leadership ability and image by learning essential assertiveness skills for women.

Seminar #2528

Overview

Now and then, you're going to overreact or underreact. You'll blurt out something that you wish you hadn't, hurt someone whose opinion you value. The person with good assertiveness skills usually sends the right signals and gets the right responses. With assertiveness training, women can learn how to better handle just about any situation that comes up—without seeming either shy or pushy. Assertiveness skills for women are vital for getting things done, getting what you want and commanding respect.

Here is assertiveness training for women at its best. As you learn, practice and refine fundamental assertiveness skills at AMA's *Assertiveness Training for Women in Business*, you'll also share your concerns with other women executives in a comfortable and supportive learning environment.

Schedule

- [3] days
- [3] days - **\$2,345** Non Members
- [3] days - **\$2,095** AMA Members
- [3] days - **\$1,794** GSA

Credits

1.8 CEU /18 PDU

Schedule

We have 34 scheduled sessions located nationwide starting between 5/30/2012 - 2/20/2013

Date	Location	Duration
May 30, 2012 - Jun 1, 2012	Atlanta, GA	3 Days
Jun 6, 2012 - Jun 8, 2012	Morristown, NJ	3 Days
Jun 13, 2012 - Jun 15, 2012	Chicago, IL	3 Days
Jun 18, 2012 - Jun 20, 2012	New York, NY	3 Days
Jun 27, 2012 - Jun 29, 2012	Arlington/Washington DC, DC	3 Days
Jul 16, 2012 - Jul 18, 2012	Seattle, WA	3 Days
Jul 18, 2012 - Jul 20, 2012	Arlington/Washington DC, DC	3 Days
Jul 25, 2012 - Jul 27, 2012	New York, NY	3 Days
Aug 1, 2012 - Aug 3, 2012	Chicago, IL	3 Days
Aug 6, 2012 - Aug 8, 2012	Lake Buena Vista, FL	3 Days
Aug 13, 2012 - Aug 15, 2012	San Francisco, CA	3 Days
Aug 22, 2012 - Aug 24, 2012	Arlington/Washington DC, DC	3 Days
Sep 10, 2012 - Sep 12, 2012	Atlanta, GA	3 Days
Sep 10, 2012 - Sep 12, 2012	Dallas, TX	3 Days
Sep 17, 2012 - Sep 19, 2012	Philadelphia, PA	3 Days
Sep 19, 2012 - Sep 21, 2012	New York, NY	3 Days
Oct 1, 2012 - Oct 3, 2012	San Francisco, CA	3 Days
Oct 10, 2012 - Oct 12, 2012	Arlington/Washington DC, DC	3 Days
Oct 15, 2012 - Oct 17, 2012	Chicago, IL	3 Days
Oct 22, 2012 - Oct 24, 2012	New York, NY	3 Days
Oct 31, 2012 - Nov 2, 2012	Seattle, WA	3 Days
Nov 7, 2012 - Nov 9, 2012	Cincinnati, OH	3 Days
Nov 14, 2012 - Nov 16, 2012	New York, NY	3 Days
Nov 28, 2012 - Nov 30, 2012	Morristown, NJ	3 Days
Dec 3, 2012 - Dec 5, 2012	New York, NY	3 Days
Dec 3, 2012 - Dec 5, 2012	San Francisco, CA	3 Days
Dec 10, 2012 - Dec 12, 2012	Atlanta, GA	3 Days
Dec 12, 2012 - Dec 14, 2012	Albany, NY	3 Days
Dec 17, 2012 - Dec 19, 2012	Arlington/Washington DC, DC	3 Days
Jan 9, 2013 - Jan 11, 2013	Chicago, IL	3 Days
Jan 23, 2013 - Jan 25, 2013	New York, NY	3 Days
Jan 23, 2013 - Jan 25, 2013	Honolulu, HI	3 Days
Feb 11, 2013 - Feb 13, 2013	San Francisco, CA	3 Days
Feb 20, 2013 - Feb 22, 2013	New York, NY	3 Days

Registering more than 4 people, please call 1-877-566-9441.

How You Will Benefit

- Learn assertiveness skills for women to apply in meetings and predominately male environments
- Become comfortable in your own skin
- Develop an action plan based on what you learned
- Deal with conflicts confronting women
- Recognize your strengths and weaknesses
- Practice assertive behaviors in challenging situations
- Overcome obstacles to assertiveness skills for women
- Build and project a positive self-image
- Assess your stress and adopt assertive techniques to help manage stress
- Develop an assertive action plan
- Use assertive communication techniques: verbal, nonverbal and assertive listening

What You Will Cover

Assessing Yourself

- Identify and acknowledge your own strengths
- Outline the conflicting roles and know how to reduce role conflict

Assertiveness Skills for Women—Techniques and Practices

- Define and distinguish between the basic response styles of passive, assertive and aggressive
- Avoid being manipulated by others

Key Communication Skills Necessary in Assertiveness Training for Women

- Use a successful formula for assertion
- Say "no" and survive
- Understand assertive techniques of fogging, broken record, negative assertion, negative inquiry and compromise
- Understand the differences between how women and men communicate
- Send harmonious messages
- Listen assertively

Negotiation

- Identify assumptions about negotiation and how these impact abilities
- Benefit from suggestions for negotiating more effectively
- Develop a personal negotiation plan/skills

Overcoming Obstacles to Achieve the Desired Personal and Professional Balance

- Pinpoint your internal obstacles to assertiveness and practice control strategies
- Discuss self-reliance and describe special support systems
- Recognize your specific anger buttons and how to deal with them productively
- Demonstrate techniques for preventing and coping with stress
- Learn how to incorporate the DOCS model to streamline your time

Who Should Attend

Female business professionals who want to build their strengths, improve their communication, conflict resolution, delegation and action-planning skills.

Special Feature

eCoaching

AMA Blended Learning combines instructor-led training with online pre- and post-seminar assessments, tune-up courses and other resources to maximize your training goals. Through a blend of proven instructor-led seminars and powerful online technology, AMA Blended Learning provides a compelling and more comprehensive experience for the learner—producing a greater return-on-investment for the employer and the seminar participant.

Ways to Register

- [Register Online](#)
- Call 1-877-566-9441 for an AMA Training Consultant
- Email customerservice@amanet.org
- Fax [AMA Text Registration Form](#)
- Mail [AMA Text Registration Form](#)