

4 Week Assertiveness & Confidence Building Course

Week 4 Teleseminar Handouts

To discuss your progress on this course, go to <http://tinyurl.com/r3qamx>

Week 4 – Learning to say ‘No’ without feeling guilty

Our final class is on saying ‘No’ – a natural progression from learning to take things less personally and understand our responsibility for our choice of behaviour, and therefore to understand others’ responsibility, for their behaviours.

When have you said ‘Yes’ and meant ‘No’? Be specific. Describe it.

What are you most frightened of by saying ‘No’?

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Main fears of saying 'No' are:

1.

2.

3.

4.

5.

VERY IMPORTANT! Remember when saying 'No' you are

How to say 'No' without risking insult or incurring guilt!

Here are 5 points to remember.

1.

2.

3.

4.

5.

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DO NOT, IF YOU WANT TO STAY FRIENDS, DO EITHER OF THE FOLLOWING:

1.

2.

Is it time for you to say 'No' to bigger things in your life?

1.

2.

3.

4.

5.

6.

Do you have one to add here? If so, write down what you need to say 'No' to here and make a determination.

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In Summary

Everything I've taught you in these 4 valuable hours is achievable with repetition. First of all you need to make a commitment to your growth and development, and then you have to realise that this takes practice. Practice means that you'll probably get it wrong occasionally before you start being able to trust yourself to get it right. This doesn't matter at all. Just see yourself positively and understand that you, as much as you ever ascribed to other people, have a right to be happy and to feel good about yourself. And you can make that difference. I've shown you a route map to realising that you can calmly and confidently assert your human rights and command more respect for who you are. I hope also, I've shown you how to do that respectfully and humanely. There is no arrogance or aggression that is justified when you are defending your right to assert yourself.

From working on expressing anger, learning how to receive criticism and now how to say 'No' without feeling guilty, you'll find these lessons invaluable to listen to whenever you need that boost and reminder that you can change things.

Now you have this on audio recording, I suggest you listen to it all again in a month or 2's time. Each time you listen to it, you'll get something different from it – just like reading a book that you might see different meaning in, depending on where you are in your life when you read it.

All that remains for me to ask you is, did you enjoy the course and what did you get out of it? I'd be so grateful if you could email me on jenny@theopenmindguide.com to tell me what you have learned and how you have applied it to your lives. When you mail, just let me know whether you want to be credited with your words or whether you'd prefer for me to keep your identity protected.

It's been a pleasure to deliver this course and I wish you every success for the future.