



ONLINE
COURSE

ASSERTIVENESS & SELF-CONFIDENCE

BROCHURE



Become an assertive and self-confident individual and improve your interpersonal communication skills.

The Assertiveness and Self-confidence eCourse will empower you with skills and traits that can be learned and practiced including:

- Defining assertiveness and self-confidence as well as listing the four styles of communication.
- Defining the importance of setting goals for yourself.
- Understanding body language and taking care in how you say things.
- Learning how to overcome negative thoughts.



DURATION

4 weeks online access



STUDY TIME

8-9 hours study time



INTERNATIONAL CERTIFICATION



CONTINUING EDUCATION UNITS (CEU'S)

0.9 CEU's



The
Leadership
CENTRE
DEVELOPING TOMORROW'S LEADERS

Assertiveness and Self-confidence includes important interpersonal communications skills and traits that can be learned and practiced. Self-confidence plays an essential role in our everyday lives as it gives us the ability to face challenges and pick ourselves up when we fall.

This eCourse will give you many tips, techniques and opportunities to try out your own skills. The Assertiveness and Self-confidence eCourse will cover topics such as active listening, creating positive self-talk, setting smart goals, first impressions, the Star model and taking care in how you say things. Incorporating these traits and skills into your everyday life will lead to you to achieving your goal of being an assertive and self-confident person.

eCOURSE INCLUDES

- 4 Weeks Online Access
- Assertiveness and Self-confidence eBook per phase
- Assertiveness and Self-confidence Templates and Exercises
- Quick Reference Sheet
- Online Exam
- International Certification

KEY OUTCOMES

On completion of this eCourse, you will be able to:

- Define assertiveness and self-confidence, and list the four styles of communication.
- Explain the difference between listening and hearing, and understand the importance of body language and questioning skills in communication.
- Define the importance of goal setting, and practice setting SMART goals for assertive behaviour.
- Apply methodologies for understanding your worth and the use of positive self-talk. Illustrate positive communications phrased as “I-Messages”.

CERTIFICATION & ACCREDITATION

You are required to complete an online multiple choice exam with a pass mark of at least 80%.

The Leadership Centre is accredited by the International Association for Continuing Education and Training (IACET) and is authorized to issue the IACET CEU.



TECHNICAL REQUIREMENTS (COMPUTER)

- A computer with Microsoft Windows operating system (98, NT, 2000, XP, Vista, or Windows 7) or Mac OS X (10.5 Leopard or higher).
- A computer with Microsoft Office 2000 or higher.
- A high speed internet connection and a web browser (Firefox is highly recommended as there are incompatibility issues with Internet Explorer).
- Adobe Reader (free software).

GET IN TOUCH

Should you have any queries, please contact us at The Leadership Centre.

TARYN MOODLEY

Learner Support

taryn.moodley@tlc-global.com

+27 (0)861 444 339

SARAH GILES

Sales Manager

sarah.giles@tlc-global.com

+27 (0)861 852 463

HAPPY LEARNING

The Leadership Centre Team

