

# Being Assertive

**Confidence Building  
and  
Communication Skills**

**Dartford  
Healthy Living Centre**



New Futures

## Being Assertive

### What is Being Assertive ?

**Being Assertive** is a training course of six mornings, over six weeks, of assertiveness and confidence building aimed to help improve your communication skills – at work, socially, and in your personal relationships.

### Who is it for ?

The Course is for anyone over 18 years of age who would like to become more assertive.

### What do I get out of it ?

**Being Assertive** aims not only to give you the skills and confidence you need to be assertive, but also recognises your achievements over the six week course with a nationally recognised and approved **LASER OCN Level 1** qualification in assertiveness. LASER OCN is the 'London & South East Region Open College Network', which specialises in recognising and awarding achievement outside of traditional qualifications.

### What will I be learning ?

The topics and skills covered include:

- ✓ Building self-confidence
- ✓ Communicating effectively
- ✓ Understanding assertiveness
- ✓ Being more assertive in practice
- ✓ Negotiating effectively
- ✓ Saying “no”, and meaning it !
- ✓ Giving feedback to others
- ✓ Dealing with conflict
- ✓ Dealing with negative criticism

You will also be given some tools to help you to continue improving your assertiveness skills after the course has finished.

### Does it cost anything?

There is no charge for the course which includes all the course materials, a portfolio (for you to keep), the tuition, the LASER OCN Registration Fees, and refreshments. You will receive a LASER OCN Certificate of achievement after successfully completing the course.

## Course Dates & Times

### Six Morning Sessions

**10.00<sup>am</sup> – 1.00<sup>pm</sup>**

**Dates: TBA**

Refreshments provided.

Places on the course are available on a 'first come, first served', basis. Depending on the availability of funding we are hoping to run further courses at later dates.

## Venue

### The Quiet Room

Healthy Living Centre Dartford

St Edmund's Living Well

St Edmund's Road

Temple Hill

Dartford

Kent, DA1 5ND.

## I'm interested.

### What do I need to do ?

Contact the Facilitator **Simon Simpson** – details overleaf – for more information. You will need to complete and return a **Registration Form** to make sure of a place on the course.

## Simon Simpson can be contacted on:

**Tel.:** 07956 863 879

**Email:** Simon.Simpson@new-futures.net

**Address:** New Futures,  
c/o Healthy Living Centre Dartford,  
St Edmund's Living Well,  
St Edmund's Road,  
Temple Hill,  
Dartford,  
Kent, DA1 5ND.

Please note that New Futures is independent of St Edmund's Living Well and the Healthy Living Centre Dartford.



## New Futures

New Futures is a partnership of training and counselling professionals who have come together to develop and deliver social learning projects to improve the personal and interpersonal skills of people unable to access commercially available courses. Simon Simpson is the Principle Partner.

## The Project

This **Being Assertive** course is part of the 'Essential Life Skills' project and is being delivered by New Futures in partnership with The Healthy Living Centre Dartford.

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