



Make Your Voice Heard

Program Overview:

Feeling intimidated about stating your opinion in meetings because of dominating people? Do you try to make recommendations only to have them cut off or discounted? Your ideas could be a catalyst for extraordinary things. Those who feel frustrated because their contributions are not fully recognized will benefit from the techniques, practice, and confidence-building skills of this program.

Target Audience:

Anyone who believes his or her verbal contributions could be more fully recognized

Number of Participants: 15 maximum

Program Length: 1 day

Learning Outcomes:

As a result of this training program, participants will be able to:

- Work productively with ineffective facilitators
- Be a catalyst for creative thinking
- Manage meeting “hogs” who speak over others
- Deal effectively with aggression
- Be more assertive
- Play a role in how the meeting is run, even when not in a position of leadership



Course Outline:

1. Who needs to be assertive?
2. Aggression vs. assertiveness
3. Meeting activity
4. Self-assessment
5. Organizational aspects of assertiveness
6. Activity
7. Personal aspects of assertiveness
8. Activity
9. Corrective action
10. Personal action planning
11. Persuasive strategies
12. Role plays

Materials Include:

Participant manual

Course Tailoring:

This program can be tailored to meet specific corporate and participant needs, including the following:

- Inclusion of company or team-specific topics and examples
- Realignment of course content to better support your critical learning outcomes
- Adjustment of course duration to meet your time constraints