

*Assertiveness is a set of learned competencies that comes more easily to some than to others. Since a lack of assertiveness can cause serious difficulties in both personal and professional life, it makes sense to identify standards for assertiveness and practice skills for standing up for*

*oneself. This list of key components identifies some of the necessary characteristics and skills for an assertive style. This participant handout is discussed in the seminar entitled, "Stand Up for Yourself: Key Strategies for Assertiveness."*

- Belief in the worth and dignity of each human being
- Expectation to be treated with respect
- Willingness to improve communication skills
- Courage in standing up for oneself
- Clarity about one's position or need
- Ability to be accurate and factual
- Acceptance of disapproval or irritation of others
- Ability to accept praise and compliments
- Detachment from the outcome
- Willingness to let go