

# Assertiveness Training: Let Your Voice Be Heard!



*caregivers*

PREVENT  PROTECT  PROMOTE  
*abuse/neglect* *clients* *dignity*

## PARTICIPANT GUIDE

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## Table of Contents

<b>Learning Points .....</b>	<b>3</b>
<b>Assertive Communication .....</b>	<b>3</b>
<b>Passive, Aggressive, Assertive Traits .....</b>	<b>3</b>
Passive.....	4
Passive/Aggressive .....	5
Aggressive .....	5
Assertive .....	6
<b>Tips for Assertive Communication.....</b>	<b>7</b>
Making Assertive Statements.....	7
Do's and Don'ts .....	8
Using Assertive Body Language .....	9
Techniques to Avoid.....	9
Activity: One Conversation, Three Styles .....	10
Scene One .....	11
Scene Two .....	11
Scene Three .....	11
<b>Why Assertiveness is Important.....</b>	<b>12</b>
<b>Wrap-Up .....</b>	<b>12</b>

## Learning Points

Let's review the main learning points:

- Understand the difference between passive, aggressive and assertive communication techniques
- Learn to use an assertive technique
- Understand why assertiveness is important

## Assertive Communication

Communicating assertively with others does not come naturally for many people. Most of us need to learn how to be assertive communicators, rather than passive or aggressive. What does it mean to be “assertive?”

- Assertiveness is about standing up for yourself, but also about respecting the opinions and needs of others.
- When we communicate assertively, we are clear about our opinions and wishes, but we are also open to others’.

## Passive, Aggressive, Assertive Traits

Each of the three communication techniques uses very different approaches. Most of us use techniques that will be found in more than one area. In order to recognize a technique, let's discuss some common traits of each.



## Passive

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- easily intimidated by others
- worries about others getting angry
- sometimes feels like a “doormat” (walked on by others)
- believes that his/her rights and opinions are not as important as those of other people
- avoids eye contact
- appears shy and has difficulty saying “no” when asked to do a favor
- overly-courteous and might do just about anything to avoid a fight, argument or disagreement
- gets angry when someone violates her rights, but isn’t likely to stand up for herself directly
- feels put down, taken advantage of, or abused
- intimidated by authority and has a hard time dealing with supervisors
- at high risk for being used or taken advantage of
- rarely gets what she wants or needs

NOTE: In a dangerous situation, it is appropriate to behave passively in order to protect yourself.



## Passive/Aggressive

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- passive in communication; aggressive in actions
- agrees to a task then sabotages the outcome
- says one thing and then does another
- won't stand up to someone directly, but criticizes others behind their backs
- refuses to take responsibility for actions and prior agreements



## Aggressive

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- Ignores others' feelings and rights
- Is demanding, angry, and hostile in getting to her goal
- Believes that her rights, opinions and needs are more important than others' (her way or the highway)
- Violates others' rights and boundaries in an effort to get what she wants
- Sends the message: "I matter more than you do, so get out of my way"
- Uses a loud tone of voice, violates personal space, "in your face"
- Exaggerates the facts
- Often does not get her needs met because she alienates others



## Assertive

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- Respects the opinions and needs of others (empathetic)
- Uses a calm tone of voice
- Believes in her own opinion and right to be heard (self-respect)
- Makes eye contact and respects the personal space of others
- Avoids labels and judgments
- Asks rather than demands
- Values herself and values others equally
- Is neither a “doormat” (passive) or a “steamroller” (aggressive)
- Uses “I” statements to get the message across
- Does not exaggerate the situation
- Sticks to the facts
- Often gets her needs met because she is respectful of others

# Tips for Assertive Communication

There are a variety of ways to express yourself assertively.

## Making Assertive Statements

Since assertiveness doesn't come naturally to most of us, let's practice a bit to perfect your technique. Take a look at the sample sentence structures below.

Use this template to communicate more assertively:

When you \_\_\_\_\_, I feel \_\_\_\_\_."

For example:

"When you raise your voice, I feel threatened."

Sometimes you need to tell a person how their behavior affected you:

"When you \_\_\_\_\_, then I \_\_\_\_\_, and I feel \_\_\_\_\_."

For example:

"When you arrive late, I have to wait, and I feel frustrated."

An assertive person may also need to tell the person what they want:

“When you arrive late, I have to wait, and I feel frustrated. *Can I count on you to be on time tomorrow?*”

## **Do's and Don'ts**

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### **Do:**

- Express feelings honestly – take ownership of your feelings
- Be realistic, respectful and honest
- Express preferences and priorities
- Choose your response carefully, especially when emotions are high

### **Don't:**

- Depersonalize feelings or deny ownership
- Say "You make me mad"
- Exaggerate, minimize, or use sarcasm
- Agree just to be sociable or agree unwillingly

## Using Assertive Body Language

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**Posture:** Erect but relaxed, shoulders straight

**Facial expression and gestures:** Relaxed, thoughtful, caring, genuine smile, eye contact

**Voice:** Even-toned, calm, not too loud or soft

## Techniques to Avoid

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**Handing over Your Power:** “You make me feel so frustrated!” Actually, no one can make you feel anything. You are the owner of your feelings! Beginning the sentence will “You make me” also puts the other person on the defensive.

**Making Judgments:** “I got here on time. You could have, too.” You may feel embarrassed after the person explains that the babysitter was late. Don’t assume that you have all the facts.

**Applying Labels:** “If you weren’t so disorganized, you might be on time more often.” The person you’re speaking to begins to defend themselves about being disorganized, and forgets all about the original message, being late.

**Over-generalizing:** “You’re always late.” The person probably isn’t *always* late, so they will focus on “always” instead of hearing your message.

**Finding Fault:** “It’s not my fault you’re late.” Again, the focus instantly goes to who caused the situation, and veers away from the message.

**Failing to Empathize:** “I can’t understand why you’re always late.” A good rule is to try and put yourself in the other person’s shoes.

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## Activity: One Conversation, Three Styles

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Let's take a look at a situation in which two people have a conversation that demonstrates each of the 3 styles. After each scene, we'll discuss which style was demonstrated (passive, aggressive or assertive).

Sara is a caregiver in a small group home for persons with moderate developmental disabilities. Sara works the third shift, from 10 pm to 6 am, so that she can be home during the day with her 3 year-old daughter and get her 7 year-old son off to school. Another caregiver named Audrey relieves Sara each morning. Sara can't leave the facility until another staff person is there.

It's Thursday at 6:15 am, and Audrey is late for the third time this week. Sara knows that Audrey has a new boyfriend, and Sara suspects that Audrey is out late every night with him. Sara is upset because she needs to get home to her family. Sara also thinks Audrey is taking advantage of her.

At this point, Audrey breezes into the group home with a big smile on her face.

## Scene One

1. Which communication approach did Sara (the overnight caregiver) choose to use with Audrey (who was late)?
2. Why do you think so?

## Scene Two

1. Which communication approach did Sara (the overnight caregiver) choose this time to use with Audrey (who was late)?
2. Why do you think so?

## Scene Three

1. Using an assertive approach this time, Sara got what she wanted from Audrey, an agreement to be on time in the future. What traits did Sara use in this scene?
2. Audrey also responded very differently this time? Why do you think so?

# Why Assertiveness is Important



Can you think of some reasons why it may be better for you to use an assertive communication style, rather than passive or aggressive?

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How does assertive communication result in better care for clients or residents?

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## Wrap-Up

Let's review the Learning Points:

- Understand the difference between passive, aggressive and assertive communication techniques
- Learn to use an assertive technique
- Understand why assertiveness is important

**NOTE:** This material was developed by the Wisconsin Department of Health Services- Division of Quality Assurance and the UW Oshkosh Center for Community Development, Engagement and Training (CCDET) as part of the federal Caregiver Abuse and Neglect Prevention Project.

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