

Develop Your Skills in Managing Emotions and Assertiveness

Description

Our emotions directly influence our decisions, relationships, and professional impact. When effectively managed, they become a powerful driver of balance, confidence, and performance. When unmanaged, they can lead to stress, misunderstandings, and tension.

Developing an Emotionally Balanced Mindset

This one-day Managing Emotions and Assertiveness Training helps you view emotions as valuable resources rather than obstacles. You will learn how to adopt an assertive mindset that combines self-respect with respect for others. Through practical exercises and real-life scenarios, you will gain tools to understand your emotional reactions, channel them constructively, and express your needs with clarity and confidence.

By the end of this training, you will be able to communicate with greater authenticity and calm, set healthy boundaries without aggression, and build more balanced and constructive professional relationships.

Course Content

Module 1: Emotions and Their Impact

- Identify key emotions and their functions
- Understand the link between emotions, needs, and triggers
- Recognize physical and cognitive emotional signals

Module 2: Emotional Intelligence and Emotional Skills

- Understand the core components of emotional intelligence
- Assess personal strengths and areas for improvement
- Apply daily micro-habits to build emotional awareness

Module 3: Consequences of Emotional States

- Evaluate emotional impact on oneself and others
- Identify biases and emotional interpretations
- Reduce negative emotional effects in the workplace

Module 4: Stress Factors and Emotions

- Identify professional stress triggers
- Select appropriate emotional regulation strategies
- Prevent emotional escalation in challenging situations

Module 5: Event–Thought–Emotion–Behavior Dynamics

- Map out personal thought patterns
- Reframe thoughts using constructive alternatives
- Shift from automatic reactions to intentional responses

Module 6: Impact of Emotions on Relationships

- Adapt communication according to emotional context
- Practice active listening and ask the right questions
- Resolve misunderstandings effectively

Module 7: Assertiveness Self-Assessment

- Conduct a personal assertiveness assessment
- Identify passive and aggressive communication styles
- Develop a balanced and assertive posture

Module 8: Self-Esteem and Confidence

- Strengthen internal dialogue and self-worth
- Practice self-compassion techniques
- Build lasting positive self-anchors

Module 9: Setting Healthy Boundaries

- Clarify personal needs and professional priorities
- Formulate clear and assertive requests
- Negotiate boundaries with confidence and respect

Module 10: Personal Action Plan

- Define realistic emotional development goals
- Select simple progress indicators
- Implement emotional management routines

Lab / Exercises

- This course includes hands-on exercises designed to reinforce your knowledge and apply your skills in real-world professional scenarios.

Documentation

- Digital course materials included

Participant profiles

- Professionals seeking to improve workplace relationships
- Individuals facing stressful or emotionally challenging situations
- Employees looking to strengthen confidence and self-assertion
- Current or aspiring managers wanting to develop an emotionally balanced leadership style
- Anyone wishing to better understand and manage their emotions

Prerequisites

- Interest in personal and professional development
- Willingness to engage in discussions and interactive activities
- Desire to improve communication and professional relationships

Objectives

- Recognize emotions and understand their impact on behavior and professional relationships

- Develop strategies for managing emotions in sensitive workplace situations
- Strengthen self-confidence and your ability to manage emotions effectively at work
- Express needs and opinions assertively, without passivity or aggression
- Set healthy boundaries and manage tense situations with calm and clarity
- Promote professional interactions that are balanced, constructive, and respectful

Description

Managing Emotions and Assertiveness Training

Niveau

Fondamental

Classroom Registration Price (CHF)

800

Virtual Classroom Registration Price (CHF)

800

Duration (in Days)

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Reference

COM-DGEA