

COMMUNICATION & CONFIDENCE SERIES

Assertiveness & Confidence Building

Learn to communicate confidently, express your thoughts clearly, and stand up for yourself in a respectful and professional manner.

"Speak Up with Confidence. Express Yourself with Clarity."

Do you find yourself staying quiet in meetings even when you have a good idea? Do you say "yes" to things you actually want to say "no" to? Or maybe you go the other way — speaking too sharply and accidentally hurting people's feelings? Many people struggle between being too passive or too aggressive — and that is exactly the gap this course helps you close.

The **Assertiveness & Confidence Building** program at GroomX Finishing Academy is designed to help you find the right balance through assertive communication — speaking up clearly, honestly, and respectfully, without being rude or staying silent.

You will learn how to handle workplace challenges, manage your emotions, and deal with difficult situations effectively, while building strong self-confidence and interpersonal skills that help you in every part of life — at work, at home, and in social situations.

Why Choose This Course

Build confidence in communication

Express thoughts clearly and respectfully

Develop the confidence to speak up clearly in both personal and professional situations.

Learn to say what you mean without being harsh, and without holding back what matters.

Handle conflicts effectively

Learn how to navigate difficult conversations calmly and reach solutions that work for everyone.

Overcome hesitation, fear, and self-doubt

Break free from the fear of speaking up and build genuine, lasting self-belief.

Develop interpersonal skills

Strengthen how you connect with, understand, and influence the people around you.

Sharpen decision-making

Gain the clarity and confidence to make decisions and stand by them.

Module Outline

1 Understanding assertiveness — meaning and benefits

What does it really mean to be assertive? This module explains the concept clearly and shows you the real-life benefits of assertive communication.

2 Behavior styles — assertive vs passive vs aggressive

Learn to recognize the three main communication styles and understand exactly where you currently fall — and how to move towards the assertive middle ground.

3 Self-awareness — personal style and strengths

Discover your own communication patterns, natural strengths, and areas you can develop to become more assertive.

4 Influences — cultural and social factors

Understand how your upbringing, culture, and social environment shape the way you communicate — and how to work with or beyond those influences.

5 Workplace assertiveness — handling real situations

Apply assertiveness skills directly to common workplace scenarios — speaking in meetings, giving your opinion, and standing your ground respectfully.

6 Common challenges — facing workplace issues

Learn how to identify and tackle the most common challenges professionals face, like being overlooked, interrupted, or undervalued.

7 Assertive communication — assumptions and status

Learn how unspoken assumptions and perceived status differences affect communication, and how to communicate as equals with confidence.

8 Managing conflict — assertiveness in action

Put your assertiveness skills to work in real conflict situations, learning to stay calm, fair, and clear under pressure.

9 **Saying "No" — setting boundaries confidently**

One of the hardest but most important skills — learn how to say no clearly and respectfully, without guilt and without over-explaining.

10 **Difficult conversations — handling sensitive issues**

Learn a structured approach to having tough conversations — like giving feedback or addressing a problem — with honesty and tact.

11 **Dealing with people — managing tough interactions**

Practical strategies for handling difficult personalities and challenging interactions without losing your composure or confidence.

12 **Emotional control — managing reactions effectively**

In the final module, you bring everything together — learning to manage your emotional reactions so you stay assertive, not aggressive or passive, under pressure.

What You Will Be Able To Do After This Course

✓ **Speak up confidently in meetings**

✓ **Say no without feeling guilty**

✓ **Handle difficult conversations calmly**

✓ **Express opinions clearly and respectfully**

✓ **Set healthy personal and professional boundaries**

✓ **Resolve conflicts without aggression or avoidance**

✓ **Build genuine self-confidence**

✓ **Make and stand by your own decisions**

Who Is This Course For?

Working professionals

Anyone who wants to speak up more confidently and be heard at work.

Managers and team leads

Leaders who need to give feedback, set boundaries, and handle team conflicts well.

Anyone building confidence

If you struggle to express yourself or say no, this course is made for you.

Frequently Asked Questions

I am a very shy person. Will this course really help me?

Yes. Many of our students started off shy and hesitant. This course builds your confidence step by step in a supportive environment, so speaking up gradually feels natural rather than scary.

Is this course only for office and corporate situations?

No. While many examples focus on the workplace, the skills you learn — like setting boundaries and expressing yourself clearly — apply to your personal life and relationships too.

What is the difference between assertive and aggressive?

Being aggressive means getting your point across while disregarding others' feelings. Being assertive means expressing yourself honestly and clearly while still respecting other people. This course teaches you the assertive approach.

How is this course delivered?

Please contact us at 9036111000 or visit our office to learn about current batch schedules, formats, and timing options available for you.

Find your confident voice today

Learn to express yourself clearly, set boundaries, and communicate with true confidence.

Call us: 9036111000 | Visit our office in Bangalore anytime