



CONFIDENT, ASSERTIVE, IN CHARGE: DEVELOPING THE ATTITUDES OF LEADERSHIP

LEARN HOW TO

- Be assertive without appearing aggressive
- Increase your visibility
- Control situations instead of letting them control you
- Meet new people easily
- Speak up, make your point and win support
- Replace shyness with confidence
- Get colleagues and management to listen to your ideas
- Persuade others to your point of view
- Say "no" without creating resentment
- Deal effectively with difficult people
- Handle tough situations with composure
- Put "a stake in the ground" when you have to
- Banish self-doubt
- Let your "can-do" attitude shine through
- Eliminate confusion over who's in charge
- Build your image as a strong, fair-minded leader

CONTACT

Now you can learn to tap into your latent power, unleash your inner attitudes of confidence and enthusiasm and build your visibility in the organization at *Confident, Assertive, In Charge: Developing the Attitudes of Leadership*.

This intensive, interactive two-day program begins by helping you see yourself as others see you. What image do you project? Are you hesitant or confident; shy or assertive; controlled by the situation or in charge? Then, our expert coaches will help you build on your strengths and eliminate weaknesses. By building on your strengths, you'll develop the kind of winning attitudes that all successful leaders have.

In addition, you'll learn assertiveness techniques that will help you stand up for yourself, say "no" when you need to and eliminate confusion over "who's in charge."

Take that first step in transforming yourself from a follower into a leader. Begin to get recognized for your abundant talents and strengths. Register now for *Confident, Assertive, In Charge: Developing the Attitudes of Leadership*.

FORMAT

Two-day seminar that runs on consecutive weekdays from 9:00 am to 5:00 pm (Times may vary according to location).

WHO SHOULD ATTEND

Business people who feel they could achieve greater results and contribute more if they were more assertive and confident.



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ON-SITE DELIVERY

Our corporate consultants will work with you to create customized solutions to assist you in achieving the specific objectives and goals of your organization. Please contact the Dale Carnegie Training® office in your area if you wish to have a course or seminar offered on-site at your location.

TRANSFER & CANCELLATION POLICY

Please contact the Dale Carnegie Training® office in your area for transfer and cancellation policy information.

CONTACT

WHAT YOU WILL COVER

Module 1

Replacing shyness with confidence
Getting to know someone easily

Module 2

Strengthening your relationships through better communication

Module 3

Developing the leader in you
Demonstrating a leadership attitude

Module 4

Learn how to handle pressure and maintain composure

FEDERAL GOVERNMENT DISCOUNTS

Dale Carnegie Training® is available for your agency through the GSA Federal Supply Schedule #GS-10F-0329K.

Dale Carnegie Training® gives you exactly what you need to enhance your agency's professional capabilities and results in order to:

Maximize leadership potential

Improve communications, cooperation and trust

Build strong teams, motivation and morale

Increase results with internal and external customers

To get more information regarding courses and seminars currently offering Federal Government discounts or to view pricing information, please visit www.dalecarnegie.com/gsa



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CREDITS

CEU Credits—1.4

CERTIFICATION

Dale Carnegie's Product and Trainer Development management systems are ISO 9001:2000 certified through the Bureau Veritas Quality International (BVQI).

BVQI is an internationally recognized and well-respected ISO registrar that provides objective third party review through semi-annual audits. The scope of our ISO 9001:2000 certification includes our Product Development, Assessment & Measurement, Carnegie University-Trainer Development & Certification, Internal Sales Training, Product Customization, and Internal Consulting Systems.

CONTACT

ACCREDITING ASSOCIATIONS

Accrediting Council for Continuing Education and Training

The Accrediting Council for Continuing Education and Training (ACCET) was founded in 1974, for the purpose of improving continuing education and training, and has been officially recognized by the U.S. Department of Education, since 1978, as a "reliable authority" as to the quality of education and training provided by the institutions they accredit. Dale Carnegie Training® has been accredited by ACCET since 1978 and as a result, graduates will each receive ACCET Continuing Education Units (CEUs).

Graduates of Dale Carnegie Training® are eligible to receive a predetermined number of ACCET "Continuing Education Units" based on classroom hours.

**For More Information or To Register
Please Visit www.dalecarnegie.com**