

Course Template for Associates

<b>Name of Trainer:</b>	Gillian Cotton  One to one coaching by arrangement.
<b>Course Title:</b>	Build Your Self-Esteem and Self- Confidence and learn to be Assertive.
<b>Overall purpose:</b>	How to be assertive, and gain a higher self-esteem and self-confidence.
<b>Key Outcomes:</b>	This seminar will help you deal with situations more effectively, confidently and assertively.
<b>Course outline</b>  (What will be covered)	<p>Self- Esteem has two facets= Self-Image and Self-confidence</p> <p>Defining Self- Image.</p> <p>Defining Self-Confidence.</p> <p>Exercises.</p> <p>Answering questions.</p> <p>Defining Self-Esteem.</p> <p>How do you change your Self- Esteem?</p> <p>Exercises.</p> <p>Answering questions.</p> <p>Defining Assertiveness.</p> <p>Assertiveness presents itself in many forms.</p> <p>Becoming Assertive= what does that mean?</p> <p>Exercises.</p> <p>Affirmations.</p>
<b>Audience:</b>  (i.e. who should attend: senior managers, middle mangers, supervisors or support staff etc)	All staff could benefit.
<b>Maximum number of</b>	15-20

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<b>delegates:</b>																						
<b>Duration:</b> (i.e. Espresso, half day, or full day – how many days if full day?)	One full day																					
<b>Materials Required:</b> (e.g. handouts, supporting material, space for notes & reflection, & exercises, work books, pens, toys etc)	Handouts. Note paper and pens. Exercises.																					
<b>Delivery method:</b> (i.e. is the workshop highly participative, etc? )	Please tick if the following will be included & add any details if required: <table border="1" data-bbox="396 1024 1295 1551"> <thead> <tr> <th data-bbox="396 1024 695 1087">Approach</th> <th data-bbox="695 1024 993 1087">Yes</th> <th data-bbox="993 1024 1295 1087">No</th> </tr> </thead> <tbody> <tr> <td data-bbox="396 1087 695 1150">Trainer input</td> <td data-bbox="695 1087 993 1150">yes</td> <td data-bbox="993 1087 1295 1150"></td> </tr> <tr> <td data-bbox="396 1150 695 1213">Case studies</td> <td data-bbox="695 1150 993 1213">yes</td> <td data-bbox="993 1150 1295 1213"></td> </tr> <tr> <td data-bbox="396 1213 695 1318">Observation &amp; critique of DVD drama</td> <td data-bbox="695 1213 993 1318"></td> <td data-bbox="993 1213 1295 1318"></td> </tr> <tr> <td data-bbox="396 1318 695 1381">Quizzes</td> <td data-bbox="695 1318 993 1381">Exercises</td> <td data-bbox="993 1318 1295 1381"></td> </tr> <tr> <td data-bbox="396 1381 695 1444">Group Work</td> <td data-bbox="695 1381 993 1444">yes</td> <td data-bbox="993 1381 1295 1444"></td> </tr> <tr> <td data-bbox="396 1444 695 1551">Individual reflection &amp; general discussion</td> <td data-bbox="695 1444 993 1551">yes</td> <td data-bbox="993 1444 1295 1551"></td> </tr> </tbody> </table>	Approach	Yes	No	Trainer input	yes		Case studies	yes		Observation & critique of DVD drama			Quizzes	Exercises		Group Work	yes		Individual reflection & general discussion	yes	
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<b>Format of delivery</b> (Please specify type of delivery i.e. one to one coaching; group coaching; group training; on the	Group coaching. One to one coaching within the group. One to one coaching.																					

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job training; e-learning etc)	
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