

# How To Become More Assertive As A Leader

## Cheat Sheet

### Remember What Being ASSERTIVE Means

Putting your own view across



Respecting the views & beliefs of others



### Ensure Feedback Is Constructive & Supportive



### Example

"So you missed out last period on your target, that's disappointing however if we can train you to manage your time more effectively, you should be able to easily exceed it next month."

### Start Sentences With "I" & Emphasise "You"

