

Asserting For Your Interests – Action Steps

Getting your point across effectively and with tact is crucial to your overall effectiveness and ability to “rise in the ranks”, but remember – communication is a two way street. Take these action steps to help you stay on track while empowering yourself to achieve!

1. Learn the other side’s story. What is at stake? How are they feeling? What information are they using that we may not be privy to?
2. Express your views and feelings. Say, as well as you can, what is important for you to say about your contribution, feelings and views.
3. Problem-solve together. Given what you each have learned, what can you do to shift this situation out of a deadlock? Can you brainstorm to find some creative solutions?