

Assertiveness Seminar

This three hour workshop is about expressing your view or will in such a way that your meaning is unambiguous and your manner is unimpeachably without offence. In addition, this technique is appropriate in all circumstances from responding to a demanding judge, a forceful partner, a unhappy colleague or client.

As a personal development tool it will be a major asset for combating stress and avoidance of the “soft touch” sobriquet.

As a business development tool it will ensure precision, conciseness and clarity of your view. It will avoid the need for tiresome and pointless negotiations and the risk of upsetting clients with an apparent (but not real) *volte face*.

This seminar will look at your own preferred style of assertiveness and look at ways in which you can adjust and improve these styles.

On completion of this workshop you will be able to:

- Define “assertiveness”
- Balance two sets of needs to achieve a win-win situation
- Identify different behaviour types
- Identify the assertiveness level of your current preferred style
- Understand the power of body language
- Understand the need for displaying good will.

Who should attend?

Practitioners at all stages of their career will benefit from attending this practical workshop.

The Speaker

Adrian Spooner – full profile overleaf.

Dates, Times and venues

Thurs 5 th April 2007	9.30 am to 12.30 pm	Leicester
Thur 19 th April 2007	9.30 am to 12.30 pm	Cambridge
Wed 25 th April 2007	10.00 am to 1.00 pm	Bristol
Thur 26 th April 2007	9.30 am to 12.30 pm	Cardiff
Tues 1st May 2007	9.30 am to 12.30 pm	Wakefield
Thur 3 rd May 2007	12 noon to 3.00 pm	London
Wed 16 th May 2007	9.30 am to 12.30 pm	Newcastle

Cost: £95.00 + VAT (Total - £111.62)

CPD: 3 hours

Details: Registration for all events will take place 30 minutes prior to the seminar start time. Full joining instructions and a VAT receipt will be sent prior to the event.

To book: To reserve your place, please complete the enclosed booking form and return it together with your cheque made payable to The Law Society.

NUMBERS ARE STRICTLY LIMITED TO 20 PER SEMINAR SO EARLY BOOKING IS ESSENTIAL

Speaker Profile

Adrian Spooner graduated in Classics at Clare College, Cambridge in 1970. He has over thirty years experience as a teacher, trainer, business consultant, author and broadcaster. He has worked in both public and commercial sectors, from The Cabinet Office to care homes; law to logistics; strategic development to systems improvement.

He believes that people can learn a little from being told things; more from taking ownership and reading things; but most from combining those two methods with *doing* things. That's what his workshops are like, they are highly interactive with delegates being given the opportunity to apply principles, test their effectiveness and subsequently apply them for real.

He believes that in a time of ever increasing and irrevocable change the gap between the winners and losers is bound to increase. Put boldly, professional expertise and excellence alone are not enough to ensure any business' success in the current commercial climate. That expertise is of course an essential asset but when allied with strategic development, supportive processes and business and professional development, the proposition becomes irresistible.



The Law Society

Assertiveness Seminar

Booking form

To book a place on the above seminar please complete the registration form below and return with a cheque for £95 + VAT (£111.62), made payable to The Law Society, to:-

**The Law Society
South West Regional Office
Newminster House
27-29 Baldwin Street
Bristol
BS1 1LT
or DX 78110 Bristol 1**

I would like to reserve a place on the following seminar (please tick your preferred date/venue):-

- | | | | |
|--------------------------|----------------------------------|---------------------|-----------|
| <input type="checkbox"/> | Thurs 5 th April 2007 | 9.30 am to 12.30 pm | Leicester |
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Title:..... First Name:.....Surname:

Position:.....

Firm/Organisation.....

Address:.....

.....Postcode:.....

DX address:.....

Email address:

Tel no: Fax no:

For all booking enquiries please contact Elizabeth Dyer on 0117 929 5170 or email Elizabeth.dyer@lawsociety.org.uk

Terms and Conditions

Seminar documentation is distributed at the time of the event.

The Law Society reserves the right to vary or cancel this seminar where the occasion necessitates.

The Law Society accepts no liability if, for whatever reason, the seminar does not take place.

The fee is non-refundable but you may substitute a colleague.

A VAT receipt and joining instructions will be issued under a separate cover.

Continuing Professional Development hours may be claimed from the Law Society as the accredited course provider.