

Review of Literature on A Healthy Communication Style Assertiveness

Abhisekh Mishra¹, Arun Bhati², Nancy Thakur³

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Abstract

Assertive communication is the capability to speak and relate to in a manner that view and respect the rights and opinions of others while also standing up for your own rights, needs and personal boundaries. Assertive communication expertise produce opportunities for open conversation with a variety of opinions, needs and choices to be respectfully heard and considered in-order to achieve a win-win solutions to certain problems. It can power your relationships, decreasing stress from conflict and providing you with social bear when facing difficult times.

Keywords: Capability to speak; Decreasing stress; Facing difficult times.

Introduction

The Most important thing in communication is hearing what isn't said.

— Peter Ducker

In our day-to-day life communication holds a critical position, as its overpass gaps and connects people with new ideas, expressions and vision. Having regular communication is

extremely imperative in current dynamic business environment with people you are working with to stay protective and informed

Definition

Assertiveness is a method of communicating and verbalising your thoughts, feelings and opinion in a technique that makes your need clearly understood by others without putting their thoughts, feelings or opinions.

What is Assertive communication?

Assertive communication is like a something that conducts to a win-win situation. It's all about putting your ideas view's while respecting other's opinions and faith. The aggressive form of communication hurts emotions and break the relations while on the other hand passive form leads to stress, enmity, and, distrust. With assertive communication you can resolve both of these issues with easiness and effectively.

Author's Affiliation: ¹B.Sc Nursing Student, ³Associate Professor, Department of Mental Health Nursing, Galgotias School of Nursing, Galgotias University, Greater Noida 203201, Uttar Pradesh, India.

Corresponding Author: Nancy Thakur, Associate Professor, Department of Mental Health Nursing, Galgotias School of Nursing, Galgotias University, Greater Noida 203201, Uttar Pradesh, India.

E-mail: Nancy_thakur@yahoo.com

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Ways to Perform Assertive Communication

1. Behavioural rehearsal
2. Fogging
3. Negative inquiry
4. Learn to say no
5. Workable compromise

How to Experienced Assertive Communication skills.

- There should be right tone
- There should be discussion to find the solution
- Should pay the consciousness upon non-verbal communication

Remember

Assertiveness is not only a situation of what you but also a method how you say it.

Components of Assertiveness

Assertiveness was introduced by some experts during the behavioural therapy assertiveness was effectively in reducing anxiety and depression which leads to improving in self image.

Assertiveness involves four Elements

- Rejecting demands.
- Request favours and calls.
- Positive and negative feelings.
- Continuation.

Basically, the behavioural concept of assertiveness involves series of non-verbal components such as:

- Eye contact
- Tone of voice
- Stance
- Facial expressions
- Timing the message
- Content

An assertive communication you should know you should understand what's your goal, what's your needs and how to get them. In terms of professional relationships assertive communication is a middle way and includes

- Demands of own rights
- Direct manner

Assertiveness Includes

- Being able to express your ideas and points

- Being able to say no without feeling any guilty
- Being able to ask what you want
- To choose how to live without guilt
- Being able to do risky things about what you need

Five Steps to Assertive Behaviour

- When you want to see changes in someone's behaviour, then mention the accurate representation of the thing that makes you distress, disturb, don't add levels or just values the judgement.
- To describing the effects of behaviour, don't elaborate and don't try to determine the things just describe.
- Always use the word I like if you start with 'you' that phrase would be think as an attacking behaviour.
- A technique to success in assertive communication is, when describing You (its other behaviour, feeling), when you say I feel (it's my feelings).
- More complete technique for such situations is when describing you (the other behaviour) and I feel (it's my feelings).

CONCLUSION

Assertiveness is a method that can help you to established yourself accordingly to the people, place and the situations. If you have achieved the assertiveness then. You can express your opinion with the confidence and positively assertive people are good in behaviour and have control on themselves.

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