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National Programme on Technology Enhanced Learning (NPTEL)

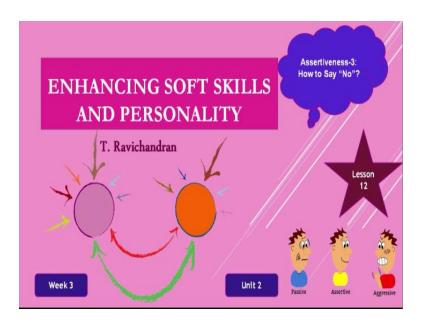
Course Title Enhancing Soft Skills And Personality

Lecture - 12 Assertiveness-3: How to Say "No"?

by...
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Hello hi welcome back to my course on enhancing soft skills and personality we are on the third lesson related to assertiveness as per the week is concerned we are on the third week and this is the second unit of the week totally this is the twelfth lesson that I am going to do.

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This the last concluding discussion I will have on assertiveness and in this one having focused on in the first lesson. On assertiveness about the importance of being assertive and in the second one above the types of people in terms of specific now in this third one let us learn how to be

assertive and how to say big know the most difficult word how to say that easily without feeling uneasy and before I start let me give a quick highlight of the last lesson in the last lesson we discussed in detail the basic types of people in terms of assertiveness they are the passive once the assertive ones and aggressive ones and impassive types.

I mentioned to you that we can have two categories one the inactive or the actual passive people who have all the inertia of not doing anything the non assertive tight more or less one and the same and indirect types now the inactive will not take any initiative the indirect appears to slightly do something in terms of asserting one fish but not that effectively often it amounts to saying something in a very indirect manner.

As an example I said that in a party people are having food together it is just saying that oh my neighbor the one next to me does not have this food item could you bring it for him the same item is not there video but you actually feel embarrassed to say that so you use a kind of indirect method so you are that indirect passive type of person now let me quickly sum up.

As what I discussed with you in terms of the passive assertive and aggressive people I am a table or columns to distinguish the tribes but now let us look at them individually the passive people do not state the rupee mean they do not speak up and allow people to dominate threaten them the passive indirect types are less effective but more on the negative side all the passive types are generally hurt and they are anxious inside they are afraid of others and they always indulge in self-pity the general motto of passive people.

If I lose you win and the fact that I lose it hurts me makes me anxious but I will let you win in the assertive people or the calm confident and self respectful people who think that their user worthy their rights are important so they express their rights without affecting the rights of others they are direct open honest communicators and active listeners.

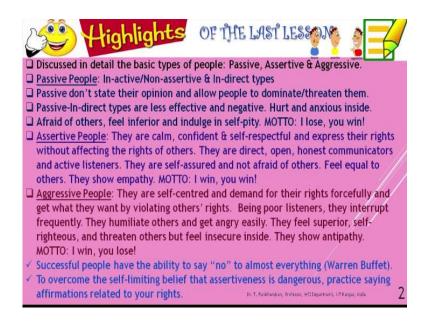
They are selfish shoot are not afraid of others they show empathy this means they can feel into the inner feelings of other people and modify their behavior accordingly their motto I'd in doing so they always end up conversations transactions in a kind of win-win situation they respect their right at the same time they do not violate the rights of others aggressive people they are selfcentered the demand for the right forcefully and get what they want by violating others rights they are poor listeners.

They interrupt frequently they humiliate others and get angry very easily and frequently they feel superior while the passive people feel inferior under a certain people feel equal to others aggressive people feel superior and they feel self-righteous they threaten others but inside they feeling secure they show antipathy under the motto is I win I should always win and you lose and you should always use towards the conclusion.

I mentioned that successful people quoting from warren Buffett have the ability to say no to almost everything so they have developed this power of self assertiveness and to overcome the self-limiting belief that assertiveness is dangerous you need to practice saying affirmation related to your right like I have the right to be happy I have the right to pursue happiness I have to try to assert what is really needed for me etc.

And you have to affirm you have to tell your innermost thinking your subconscious mind that you have the right now at that point I left you now let us continue with the discussion as how to become assertive as we looked at the importance of becoming asserting and then looked at the types of people and my direct recommendation was that neither you should be passing not you should become aggressive having said that how to become assertive.

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Now you should know that neither the passive nor the aggressive people can change overnight and become assertive ones if they want to it needs constant practice in fact that really assertive people have some inborn inequalities that they have not developed overnight but they have got it maybe by birth and then they nurtured it using positive feedback from the environment and then they maintain and sustain it now this is not to discourage you to say that you cannot become assertive at all no this is just to say that.

Whether you have it in you or not in overnight you cannot do but by constant practice by systemic and systemic changes you will be able to become a very assertive person and of course bring whatever you want in your life whether it is happiness or job satisfaction or contentment in relationships all the things can come when you start practicing this one single trait that is assertiveness knowhow to go about becoming assertive let us look at it step-by-step first start with a reality checking what do.

I mean by reality checking just check how is your relationship with others in important relationships such as the one who we try to control you say for example the relationship that you have with your boss okay so in such important relationships just see who is dominating who is

controlling who is saying yes all the time and what are the occasions what situation is making you say yes and why you find it difficult to say no who is the person who makes the compromise most of the time if it is you obviously heightened that you have to become assertive.

So you try to do the reality checking see you a relationship for deserve e with your boss spouse partner Khaliq friend classmate roommate neighbor even a stranger have you ever noticed that suddenly a stranger sits next to you during a journey and then such dominating you so you want to have a cup of coffee the person say coffee here is so awful it is so bad why not you have a cup of milk or let us say tea and then you really wanted coffee only because this person was trusting his herd idea on you so you feel compelled to say yes when you actually wanted to say no to something.

Now even to strangers are you giving this compliant mode of behavior so this is something that you need to ask yourself access yourself in terms of your relationship with others now see whether you are passing or assertive but sometimes or aggressive at some other occasions now if you are on the extreme in passive as well as aggressive so you need to balance it now what is the next step for balancing you need to change your attitude now once you have decided that you will take the initiative to become assertive if your attitude it is your thoughts it is your innermost beliefs that will not let you become assertive.

So what should you do you need to change those self debilitating thoughts what kind of thoughts it tells you I am afraid of risk-taking if I take the risk I will say so I should not take the risk I am high pleasant alone nobody supports me nobody hides mean this activity now actually if you take the risk underneath you go forward you will realize that there are unknown people to help you God gives you support unexpectedly and when you thought that you are literally helpless alone abandoned you get some helping hand and support.

But it is important that you take the risk and commence your journey and then the thinking that I am always a good follower I cannot be a leader it is easy for me to follow someone but it is very difficult to actually lead a group of people which means I need to have lot of positive qualities so better be a follower and other thoughts like if I ask them something and tell them that this is

what I want one people think that I am selfish so I do not want to appear selfish so this kind of anxious thoughts will actually contribute to your nonassertive behavior it will eventually make you I see a person who sits on inertia and never things of acting.

But only by acting independently you will be able to confront your fear and develop a certain behavior so that's why it is important that you need to change your thoughts attitude and any kind of thoughts that undermine you and then slowly make independent decisions and then you'll be able to develop assertive behavior eventually at the same time distinguish assert from aggressive behavior you should remember that assertiveness is not polite or sophisticated form of aggression.

It is not like the voice inside has put a very cover of innocent lamb no it is not a cosmetic smile that you give outside but inside you are very cruel cunning manipulating and you want the best for you and you want the other person to lose it is not that polite very soft form of aggression it is a positive inequality that ensures positive consequences and all these leads through a win-win situation so if you think that okay inside.

I will be strong outside I will appear to be very soft and polite now that is not exactly the assertiveness that we are talking about and I want you to emulate the kind of assertiveness is something that is positive inside and polite inside but is concerned about self esteem self worth and once phone right and it' is also concerned about not affecting others right so that is the real assertiveness which is positive inner quality and ensures positive consequences.

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In the process of your inner journey towards assertiveness it is important that you avoid people who discourage you to become assertive some people like your boss like you are dominating partner dominating spouse will try to punish you for trying to become assertive they may not talk to you they may ridicule you they may make fun of you so they will just try to pull you down by all means avoid the people it is important that you keep away from this negative thinking people because obviously they are jealous that you are trying to develop a quality which they cannot develop or by you are developing they may feel that.

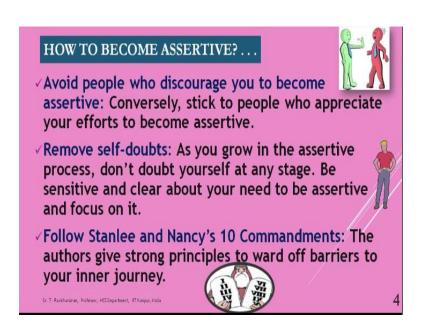
There is a kind of threat perception for them so people may like better than those people and I do not want that to happen you may become much more successful random they do not want that to happen so avoid those people who discourage you to become asserting conversely stick to those people who appreciate your efforts to become assertive so there are good people who are asserting themselves and who want others to assert and develop themselves.

Now these people would reward you instead of punishing you they would rather reward you they would help you they would appreciate you they would honestly look at the efforts you are taking to become a assertive one they will take note of it and keep on appreciating and praising you for

trying to develop yourselves now you need to stick to this kind of people and again in the process the next step is to remove any kind of self-doubt what happens you read thousands of selfdevelopment book hundreds of book on assertiveness and watch videos like this to everything.

But at the end of it there is an iota of doubt that is lurking somewhere in you I am a really worthy of becoming a certain can you really become assertive am I the person that the teacher is talking about no, no I cannot be how can I be so that kind of self-doubt should be nipped in the bud so as you grow in the assertive process do not doubt yourself at any stage be sensitive and clear about your need to be assertive you know that being assertive is going to help you definitely in certain manner so keeping doubt about it is not going to help you so focus only on the part of developing you do not have any doubt and if anything is there do not pay attention to it and try to overcome that part in this regard.

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I suggest that you follow Stanley and Lantos Ten Commandments so these authors give strong principles to ward off barriers to your energy so they give 10 strong suggestions which they call as Commandments let us look at those Commandments one by one first one they say create quiet time so whether you use meditation whether you go to your template whether you sit in your

office alone they say or get up and walk early in the morning sit somewhere in an isolated place where nobody disturbs you but create quiet time the time.

Where you can interact with yourself the time where you can think about what's happening in your inner most soul the next commandment they say is risk vulnerability all of us are afraid that if I do that I will appear very vulnerable before others we do not think that I am emotionally weak so I feel like crying but if I cry before others will they not laugh at me now the authors a risk vulnerability so you risk be vulnerable so that is your true nature in that situation no doubt about it accept it.

And open to inner wisdom often the outside wisdom coming from elders coming from seniors coming from books coming from religious sets coming from dogmas coming from theories coming from principles the outside wisdom will always try to curb the inside one or will try to suppress it completely but open to the inner wisdom based on our own experience we gain some kind of wisdom.

Now be open to that if that y start is telling you something which is contradicting something that is coming from the outside wisdom try to accept try to acknowledge try to follow that the next one is also singular to that trust answers from bidding this means that go by your gut feeling sometimes the opposite person is saying that or this is good for you take this now inside it is a or this really bad for you awful so say no so do not accept it so go by your gut feeling go by your innermost feelings.

So test answers from within so do not trust the impost answers to you from outside and then the next commandment they give us learn to love it miss protect so Miss protector is a coinage indicating that this lady a very caring lady who tries to all the time protectors this means like if I run will they not fall down so if I start the business venture will it not fail if I travel abroad so will it not happen so instead of doing all these things I just stay at home so that protectionism.

We try to protect we try to fit in the comfort zone they say that try to laugh at this tendency to sit in the comfort zone stay put at one place not leaving that place at all fearing risk sharing so many emotional bondage that is training us and the next one is let go of emotional addictions sometimes in our day-to-day daily activities we get addicted to certain emotional relationships certain emotional that we seek for it all the time but it should not go to the level of becoming an addiction in the sense that without which you crave for it you want it.

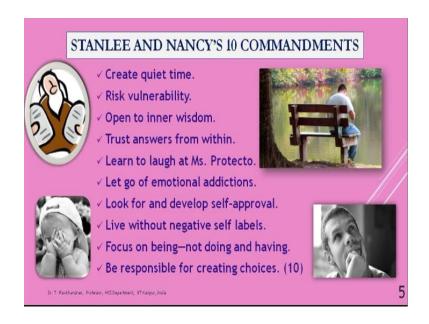
Now the moment even emotional of relationship becomes addictive so it is going to harm you at a very individual level at a level where you need to develop your personality and become an assertive person so that is why they say that let go of emotional addictions look for and develop self approval so do not look for approval from others you try to look for approach from you and then develop that self-approval if this good for you have you done a good job the innermost one should saying yes it is a good jo.

The outside person is telling you know it is a good job do not bother just seek the innermost approval and then leave without negative self label so, so many self labels I am always nervous I am always stupid I am always like this I am always afraid of people who speak fluently I am always afraid of my boss now these are negative self labels.

I am always submissive I am also a follower all the time now remove this negative self labels focus on being not doing and having so this simply means like the Zen moment focus on being at this time leave the moment do not fed over what will happen in the future or do not trigger it as what you have done or not doing something or not having something in future this focus on being at the present moment.

And last but not the least being responsible for creating choices now when you make a choice when you create the choice and when you accept it and go by that to change your life and in case in the choice that you created something goes wrong do not blame others okay so just when what our choices that you make be responsible for the choices so do not blame your parents do not blame your boss do not blame your spouse could not blame anybody around but take responsibility for any choice that you make so that will make you and a certain person and then just to expand the thought about the seeking approval do not seek approval from others avoid seeking approval from others why.

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Why should you avoid getting approvals from others because it will kill your autonomy unconfident it will completely destroy your confidence if you keep constantly seeking approval from somebody beauty of friend beauty of your parents beauty of boss with or who are, are very benevolent to you does not matter but constantly seeking the approval is going to kill your autonomy you need to know what is good for you then when you seek approval from others what are you doing you are also giving power to someone to choose for you instead of having the power for yourself.

You are just giving the power to someone and in the process you are actually weakening yourself the next interesting point that I want to emphasize on is in terms of the normal spontaneous way in which you rare to people when you slightly make some mistake and you say sorry you apologize now in terms of assertiveness you need to see whether that sorry is required or not okay in fact there are the aggressive types who never say sorry then there is this extremely passive type very polite people they keep on saying sorry, sorry, sorry for things which are unwarranted on the one hand but on the other hand instead of saying sorry you reverse sorry and say thanks now how when you apologize out of some compulsion.

So a situation where you have to say sorry and then you are compelled to say sorry it will lower your self esteem so it will reduce you from your journey of developing this inner sense of assertiveness so next thing instead of saying for example sorry I got late try saying thanks for waiting so just look at the situation from the other side instead of you giving the apology try to reward the other person forbearing with you for adjusting for compromising.

So the other person also feels rewarded and happy and you also do not underestimate you your self-esteem is also in so be careful when you say sorry and try to see whether he can reverse it and convert it in the form of thanks and when you do this there are two things sometimes people give you price appreciation and sometimes people criticize you but both cases except genuine price as well as criticism.

Now do not feel embarrassed when people price you sometimes do not feel shy do not think that whether you deserve it or not accept it say thanks acknowledge it and at the same time when there are criticisms do not be afraid of taking criticisms take criticism as positive feedback to enhance your skills your personality further so both cases do not grin away from when you face them you become a 30now the most important part of the entire lessons related to assertiveness is having talked to you about the importance having discuss video about the types.

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And then generally talk to you in terms of developing your assertiveness is how to say no if you feel that it is not that easy now if we break that into manageable steps and then have some ways and ideas we can always say no now take the suggestion from Stanley and Nancy they say that there are four ways to say no and rather they are suggesting fourth method four stages four steps.

The first one they say see whether the request by the other person is reasonable they usually somebody comes to you with the request asking you for a favor now let us say boss you or some slightly higher authority and then you when the person is asking you already the other person has decided that I will ask this person and mostly this person will not be able to say no already the other person has possessed you.

So you do not go to the person to check whether the request is reasonable or not but the authors say look inside yourself first if you hesitate like it you do not feel comfortable spontaneous to say yes immediately there is some kind of hesitation or hedge or if you feel cornered or trapped you seen that I am being victimized I am caught I am trapped or you notice a tightness or nervousness in your body even the body language is somewhat becoming rigid it is not flexible.

It is not open it may mean that the request is unreasonable so this is where you have to go by good the inner wisdom that's telling you that in terms of body language in terms of its spontaneous response it is trying to tell you that this request is unreasonably do not accept it and they know now again if you hesitate they say that go to the next step ask for more information you have every right to ask for more information ask for more facts before actually.

You have to say yes or no nobody can deny that so when you ask for more information exercise you will know that whether it is genuine or not whether it is reasonable or not and then there may be a situation where you may have to say no but still you can negotiate you can just try to make them feel that you are not saying no just like that after asking all the information and facts you have made all the pros and cons before saying that and when you say that no say no in applying direct manner simply say no do not give excuses or indirect hints.

So those are the methods of the non assertive people you have become an assertive person so try to say no directly spontaneously and in a very simple manner without giving apologies without giving explaining without giving logical reasoning for why you are saying no without beating around the bush to say that simple known simply said no it is not possible.

I cannot do it this time no and the fourth step they suggested say no without saying sorry when you say that without any explanation also do not say sorry do not feel apologetic again because it will weaken your position it will make your standpoint very weak so you have taken a stand point of saying no after considering all the reasons all the options available to that person has loose you but why should you say sorry and weaken your position is it just to please the other person and remember there is something that you should not be doing.

If you really want to become an assertive person the other ways that I would like to suggest from my own experience and breeding of materials related to how to say no is that you can offer compensation and stay or 30 for instance somebody comes when you are busy with your assignment and this is your close friend and this person says that come on come on let us go for a cup of coffee and you know that going with this person for a cup of coffee will not be 10 minutes.

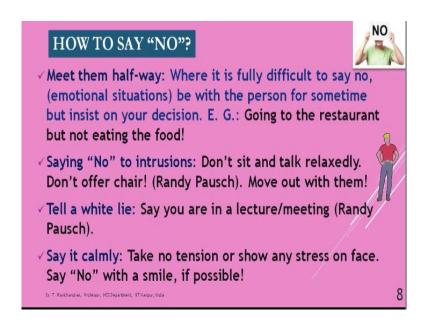
So other he will call other friends and all will be there will be 10 to 15 together coffee then another coffee then other chips and other snacks and then you keep eating and then you keep discussing chatting and then it can go one hour two even three of us you know that it is just going to pass your time and you need that so badly to complete that assignment and submit it by the deadline now you know just going there you are going to lose the deadline lose credit for it.

And then lose your integrity which is at high stake no this trend is going to emotionally blackmail you if you say no the friend will say that okay next time when you come for coffee see what happens I will also say no so you also need sometimes the company of this person so you cannot say directly so in that case you can give a kind of compensation you can say that look my dear friend this assignment.

I need to submit so if you allow me to do this assignment no excuse me this time but I will take you to your movie later it is not just coffee I will take you to your movie okay what do you say so most of the times people will like this compensation and they will see the reason like they know that you are not saying no but you are just postponing the time that he is planning to spend with you for a different time different situation.

When you also have free time now there are other people who are much more aggressive than different and then it is very difficult to say no and even if you say no they say that no, no, no you should accompany me you should be with me okay this is my special party you should come and you say that no I have some acidity problem I cannot eat this kind of food the person says no no no, no nothing doing you should come now what you can do when it is fully difficult you need this kind of people off way for instance you can go up to the restaurant.

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And when the person orders the photo you can say that please go ahead and your other friend has come I just go out and come after sometime or you can just sit and say that I just came to give you company just please go ahead I will just sit some water or have some soft drink so they will understand that okay at least you have come this much but then you are still asserting but it is not harming them so meet them off so there interesting way of say saying no especially to intrusions now you are busy and then you are you have scheduled your crime in such a manner.

That you are just chasing deadline after deadline and there is no time to give to others so suddenly somebody knocks at your door enters without any indication and comes as an unwelcome guest and starts talking about things which you do not want to listen and your focus is getting drifted your flow is getting affected now on such occasions Randy posh says that he is a very famous professor who expired going to cancel and from Carnegie Mellon University.

I have given his famous last lecture and that is available on YouTube you should give a watch and it is a must watch video now what he says he has folded but he does not put it in the Frank yes the hidden behind I chabod so if it is a very important guest and he needs to talk and he has

six the appointment then he gives the chair if for instance these people are just intruders so he does not give the chair and then he talks business very plain and quick manner.

And then he just suggested that they should leave because he is tied up with some work so generally saying no to intrusions do not sit and talk in a relaxed manner because they will get a feeling that you are free and you show this behavior not to hurt them but it is important to make them trailers that your PC you may look at the watch you may look at the your body language show anxiety and as Randy Paunch Hodges do not offer the chair if possibly standup and talk instead of sitting.

So you know if you do not say they also do not fit so they know that you are in a sense of urgency there are other gentle ways of taking them after some five minutes you can just slowly come out and then reach to the door and then move out of the door with them indicating or saying politely that I have no time we do not you just go you go somewhere and then come back.

So indicating that they may leave now saying no to inclusions is also a very important way of creating time for you saving time for you and again Randy posh says a very interesting and funny thing he says that if required he says tell a white lie and he says that since I am a professor and if somebody fixes an appointment when I am so busy or tries to fix it he says that he's in a lecture going to give a lecture or he is in a meeting now is it is easy for professor but depending on your field so you try to give white lies justifiable once especially you know that this person is going to your time and then ruin your work that you have kept for that day.

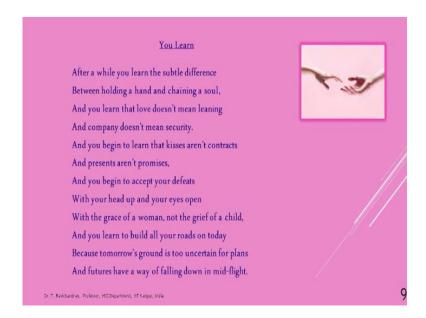
So in that situation do not hesitate to even tell a white lie and in terms of saying no now finally as a lost concluding thought of saying no I would like to suggest recommend to you that when you say no say it calmly take no tension so do not show any stress on face let your face have a mind is possible when you say no but do not laugh or smile in such a manner the other person feels offended that you are ridiculing but give a very calm comfortably smile and say no so that will not offend other people.

And they will say is that okay maybe you are really serious and you cannot really offer to help them so that is where you are saying no so that calmness will show them that you cannot be controlled or persuaded to change your opinion but if they see slight, slight tension on your face they know that they can try to dominate control you and then looking at your body language and behavior they will try to persuade you to say yes so say it calmly.

So that keep that is the final thought although it is not that easy it will come to you in practice before I conclude I want you to read this interesting poem by a very famous poet who won the Nobel Prize also is from Argentina it is a very famous poet and then yes also written novels this is George a Lewis bore hey and there are different people attributed this, this particular piece of poem to themselves in the internet.

But I found that this is actually from this point written originally in the urgent in language now the poem indicate or it tell you learn now to me it actually suggest that you learn how to become assertive from being a passive self and how to protect yourself from the aggressive people around you and you develop that inner calmness in the process now let us read this and then I will try to explain where difficult lines are there.

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Otherwise it is a very simple and self-explanatory poem you learn so it is like it is a learning experience you gain that inner wisdom how after why you learn the subtle difference the sub let is very inner not overtly seen difference between holding your hand and training a soul so holding a hand is holding but training a soul holding his innocence physical it is giving some warm.

But training a soul like you do not have any physical obligation but you are chained by the soul by the innermost connection and you learn that love does not mean cleaning solo does not mean that emotional addiction and company does not mean security so that is what they suggested as emotional addictions are you begin to learn that kisses or in contracts and presence or in promises presents are given as present for that moment but there is no way they offer.

You any promise any guarantee about that relationship and you begin to accept your defeat with your head up and your eyes open the grace of a woman not the grief of a child so you grow up and you learn to build all your oaths on today because tomorrow is ground is too uncertain for plants and futures have away of falling down in mid-flight after a while you learn that even sunshine burns.

If you get too much so too much of anything becomes harmful so you learn so you plant your garden so you do not rely on others and decorate your own soul you do not seek approval from others but you decorate your own soul instead of waiting for someone to bring you flowers and you learn that you really Canyon do that you really are strong and you really do have worked and you learn and learn with every good boy you learn every time somebody leaves you every time some relationship has to say goodbye to you.

You immediately do not coil around and then you immediately do not feel rejected or negative you assert yourself and then you learn in the process and then you learn you grow you develop and become a fully assertive person so that is how I read the poem I have also given the link for Randy Porsha's last lecture which is available for watching freely on you.

You and try to spend some time watching this apart from the must read books which I have been mentioning in the past two lectures on assertiveness I hope you will have a nice time after this three lectures three lessons on assertiveness and this you to become a fully assertive person sooner or later and enjoy the benefits of becoming an assertive person thank you for watching this lesson this video and happy staying with your assertive.

Acknowledgement Ministry of Human Resource & Development

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Co-ordinator, NPTEL IIT Kanpur

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Ashutosh Gairola

Dilip Katiyar

Sharwan

Hari Ram

Bhadra Rao

Puneet Kumar Bajpai

Lalty Dutta

Ajay Kanaujia

Shivendra Kumar Tiwari

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