

# Assertiveness and Decision Making Skills

**Reference :** F/505/0447

**Level :** Level 1

**Credit Value :** 2

**Guided Learning Hours :** 18

| Learning Outcomes |                                                                                       | Assessment Criteria                                                                                                                                                                                                                           |
|-------------------|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The Learner Will  |                                                                                       | The Learner Can                                                                                                                                                                                                                               |
| <b>1</b>          | Understand the meaning of assertiveness.                                              | 1.1. - State what is meant by assertiveness.<br>1.2. - Identify the possible advantages for self and others of using assertive behaviour.<br>1.3. - Identify the possible disadvantages for self and others of using non-assertive behaviour. |
| <b>2</b>          | Know how to prepare for personal decision making.                                     | 2.1. - Identify positive factors which can influence personal decision making.<br>2.2. - Identify negative factors which can influence personal decision making.<br>2.3. - State where to find advice when making specified decisions.        |
| <b>3</b>          | Be able to use assertive behaviour to put forward own views in structured situations. | 3.1. - Use assertive behaviour to contribute own views.                                                                                                                                                                                       |
| <b>4</b>          | Be able to make a reasoned decision in structured situations.                         | 4.1. - Make a reasoned decision on a given situation.<br>4.2. - State the process by which the decision was made.                                                                                                                             |