

Title:	Assertiveness and Decision-Making Skills
Level:	2
Credit value:	2
GLH:	16
Unique Reference Number:	K/505/4623
Sector Subject Area:	14.1 Foundations for Learning and Life
Aim:	The aim of this unit is to provide learners with the skills and knowledge to develop their assertiveness and decision making skills. Learners will know how to use assertive behaviour and reasoned decisions in structured situations.
Assessment Type:	Assessment of this unit will be through the completion of internally set and internally assessed evidence.

Learning outcomes

The learner will:

1. Understand the meaning of assertiveness.

Delivery content:

The aim of this learning outcome is to provide learners with the knowledge to understand the meaning of assertiveness.

The learner must:

- 1.1 Define assertiveness.
- 1.2 Explain the **possible advantages** for self and others of using assertive behaviour.
- 1.3 Explain the **possible disadvantages** for self and others of using non-assertive behaviours.

2. Understand how to prepare for personal decision making.

Delivery content:

The aim of this learning outcome is to provide learners with the knowledge to understand how to prepare for personal decision making.

The learner must:

- 2.1 Describe **positive factors** which can influence personal decision making.

2.2 Describe negative factors which can influence personal decision making. 2.3 Explain where to find advice when making specified decisions. 2.4 Give examples of the types of advice received when making specified decisions and how this might be used.
3. Be able to use assertive behaviour to put forward own views in structured situations. Delivery content: The aim of this learning outcome is to provide learners with the knowledge and skills to use assertive behaviour to put forward own views in structured situations. The learner must: 3.1 Use assertive behaviour to contribute own views. 3.2 Describe the assertive behaviour used and the impact.
4. Be able to make a reasoned decision in structured situations. Delivery content: The aim of this learning outcome is to provide learners with the knowledge and skills to make a reasoned decision in structured situations. The learner must: 4.1 Make a reasoned decision on a given situation. 4.2 Explain the process by which the decision was made.

Scope of Training The Scope of Training identifies areas that must be covered during the delivery of this unit. This is the minimum that is expected but tutors are expected to include other areas, knowledge of which will benefit their learners, based on location, types of work available and from the tutors own professional experience.	
Requirements	
1.2 Possible advantages.	Could include: Self: • Self-confidence. • Respect. • Reduced anxiety. • Better decision-making. • Personal empowerment. Others: • Clarity. • Reduced conflict. • Improves relationships.

	• Problem-solving.
1.3 Possible disadvantages.	Could include: Self: • Perceived as aggressive. • Social rejection. • Potential for conflict. • Misinterpretation. Others: • Intimidation. • Resentment. • Communication breakdowns. • Power imbalances.
2.1 Positive factors.	Could include: • Goal setting. • Clear values and beliefs. • Relevant information. • Critical thinking skills. • Experience and knowledge. • Supportive relationships. • Positive attitude.
2.2 Negative factors.	Could include: • Stress and anxiety. • Emotional bias • Cognitive biases. • Time pressure. • Fatigue. • Peer pressure. • Lack of information and experience.