

BLOOM

LEARNING

Assertiveness and Personal Confidence



Discover New Opportunities With Bloom Learning

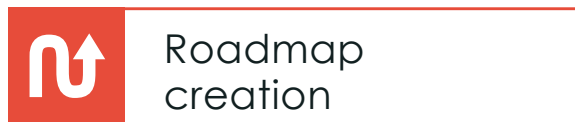
At Bloom Learning, we are here to help you achieve your career goals and take the next step towards securing your dream. When you enrol with Bloom, we are with you every step of the way throughout your learning experience.

We understand that everyone learns differently and have designed our courses to be highly interactive, engaging and easy to navigate to enhance your learning experience and ensure you get the most out of your education.

We provide high quality online courses to anyone who is interested in developing their knowledge and skills to stand out from the crowd.



Why Study With Bloom Learning?



Roadmap creation

We design a career path just for you.



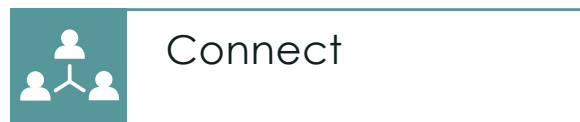
Skill Enhancement

Bridge the gap and give your career the edge it needs.



Lifestyle

Learning made for your busy lifestyle where you can go at your own pace, 24/7.



Connect

Connect with people just like you who are looking to take their career to the next level; share, study, collaborate, and succeed.



Location

With no set lectures or classroom times you can study from anywhere you want.



Support

We offer ongoing support to all students by providing expert learning partners for questions and advice throughout your course.

Assertiveness and Personal Confidence

Become more assertive and improve your confidence with our online short course. Learn how to identify assertiveness and recognise its value when communicating your needs to others. Understand the practice of positive self-talk and ways you can recognise your self-worth in the process of being assertive.



Outcomes

- ① The ability to identify assertiveness and recognise its value when communicating your needs to others.
- ① Identify ways to improve your speaking skills when being assertive.
- ① The ability to actively utilise assertive communication to work with and resolve conflict.
- ① Learn to recognise and implement active listening to reduce miscommunications.
- ① Identify ways to improve your assertive communication skills.

Pathways

Once you complete Assertiveness and Personal Confidence you could further your studies with our Introduction to Office Support course.

Potential career outcomes includes: Receptionist, Personal Assistant, Office Assistant.

This course is specifically designed for school leavers, job seekers or anyone wanting to become more assertive and confident.

Course Details & Delivery

Delivery

Online with The Bloom Learning with tutor support via email and phone.

Duration

- 10 Lessons.
- Learn at your own pace but expect to take 4-6 hours.
- 3 months to complete.

Award

Upon successful completion of this Assertiveness and Personal Confidence course you will be awarded a Statement of Achievement.

Units of Study

- What is Assertiveness.
- The Benefits of Assertive Communication.
- Barriers to Assertive Behaviour.
- Assertive Written and Spoken Communication Techniques.
- Using Assertiveness in Conflict Resolution.
- Body Language in Assertive Communication.
- Creating an Assertive Image.
- Budgeting and forecasting techniques.
- Assertive Speaking.
- Maintaining Assertiveness.

Assessment

You will be required to complete a short questionnaire at the completion of each lesson.



Studying with Bloom Learning

Our focus is on mentoring, inspiring and supporting people through training to enhance their career or business. The Career Academy's course delivery is flexible so our students can study with minimal disruption to their daily life. We understand not all people keep the same schedule and that sometimes other commitments need to be worked around.



Courses

Our courses are developed by industry professionals with the goal of making your learning experience as interactive and engaging as possible at home or in the office. The courses are easy to follow, allowing you to navigate through learning content quickly and easily.



Connect

Enhance your learning experience by connecting with other students. You can connect by linking to the discussion forums from your personal page through our online tool, Moodle.



Support

Educational support has been specifically developed to meet the different needs of our students. You will be assigned a highly qualified and experienced tutor to provide assistance throughout your learning experience. You can email your tutor at any time or phone during business hours, and any queries will be responded to within 24 hours.

Enrol Today

Enrolling in your course is easy:



Enrol today by visiting our website:
www.bloomlearning.com.au
and simply click 'Enrol Now'.



Alternatively, If you need help with enrolment please contact our personal learning consultants: **1300 368 313**.



Our dedicated team are waiting to listen to any questions you have and to guide you down your unique career path.

