



Building Confidence and Assertiveness

SEHG-CD-1924 · Business · approx. 11 min seat time · English · 100% online, self-paced

Accreditation & industry alignments: none verified on record — institutional accreditor mapping pending

COURSE DESCRIPTION

Strengthening our self-confidence is a powerful step in shaping our lives and creating future success. The ability to be confident and assertive are crucial skills for personal development, displaying authority in business, and promoting equality throughout interactions. Essentially, these skills have a significant influence on building a happy life. Through effective communication, visualization, and resiliency, we can learn to be confident and project an image of confidence to others. When stressful or difficult situations arise, we have the ability to control our own responses and how we choose to move forward. Confidence and assertiveness are skills that can be developed and beneficial to everyone, no matter their career or job position. The Building Confidence and Assertiveness course will provide participants with the tools to overcome fear, gain personal empowerment, and inspire confidence in others. By believing in our potential and the positive changes that we can make, we are able to grow personally and professionally.

WHO THIS COURSE IS FOR

Working professionals, team leads, and career-changers who want practical, job-ready Business skills — no prior coursework required. Teams and organizations can enroll groups for consistent, measurable upskilling.

SKILLS & LEARNING OUTCOMES

Upon completion, the student will be able to:

- Define confidence and assertiveness
- Identify the characteristics of a confident individual
- Determine the barriers to success
- Recognize powerful tools to gain confidence
- Successfully project and communicate confidence to others
- Determine ways to gain personal empowerment

WHAT'S INCLUDED

- 1 clock hour(s) of self-paced online learning
- 12 course modules
- 11 instructional videos — 11 minutes of total video runtime
- This syllabus (PDF), downloadable for reference
- Official SEHG Certificate of Completion upon finishing the course
- Language editions: English

Delivered 100% online and self-paced in the SEHG learning platform. This section lists the materials currently delivered for this course.

MODULE MAP

- **Module 1 — Introduction**
 - Course Objectives

- **Module 2 — Module One**
 - Understanding Confidence
 - Defining Confidence and Assertiveness
 - Types of Confidence
 - The Benefits of Assertiveness
 - Distinguishing the Styles
 - Signs of Low Self-Confidence
- **Module 3 — Module Two**
 - Characteristics of Confidence
 - Self-Awareness
 - Responsible
 - Optimistic
 - Courageous
 - Humble
- **Module 4 — Module Three**
 - The Barriers to Success
 - Fear of Failure
 - Self-Doubt
 - Being Indecisive
 - Comfort Zones
 - The Harm of Comparison
- **Module 5 — Module Four**
 - Powerful Tools
 - Positive Rephrasing and Affirmations
 - Morning Routines
 - Using Visualization
 - Meditation and Mindfulness
 - Learn New Skills
- **Module 6 — Module Five**
 - Communicating With Confidence
 - Sounding Confident
 - Using Body Language
 - Questions and Curiosity
 - Dressing the Part
 - Tone and Audience
- **Module 7 — Module Six**
 - Developing Assertiveness
 - Learning to Say No
 - Recognize Rights and Values
 - Be Expressive
 - Be Decisive
 - Anticipate Setbacks
- **Module 8 — Module Seven**
 - Projecting Confidence
 - Interviews/First Impressions
 - Networking
 - Presentations
 - Virtual
 - Meetings
- **Module 9 — Module Eight**
 - Personal Empowerment
 - Overcoming Our Fears
 - Setting Goals

- Identifying Strengths
- Setting Personal Boundaries
- Positive Social Connections
- **Module 10 — Module Nine**
 - Handling Difficult Situations
 - Delivering Criticism
 - Receiving Criticism
 - Dealing With Aggressive Behavior
 - Dealing With Passive Behavior
 - Negotiating
- **Module 11 — Module Ten**
 - Building Confidence in Others
 - Listen to Learn
 - Celebrate Successes
 - Embrace Failure
 - Delegate Important Tasks
 - Value Opinions
- **Module 12 — Assessment**

COMPLETION & CERTIFICATION

Completion-based: a certificate of completion is issued after all course videos have been viewed.
The certificate of completion is non-credit. This course does not currently carry academic credit or CEUs.

OFFICIAL SEHG CERTIFICATE

Graduates receive the official Synergy University Education Certificate of Completion — issued by the Office of the Registrar with a unique credential ID, shareable to LinkedIn and verifiable online.

Every certificate carries a unique credential ID — verify at:

SynergyEducation.AI/verify

SUPPORT, ACCESS & POLICIES

- Support: CEO@SynergyEducation.AI
- Accessibility: ADA/WCAG 2.1 AA-first delivery; accommodations available on request.
- Academic integrity and refund policies: per SEHG student handbook.

Enroll Today

Tuition per learner (Essentials tier) — enroll online with the course code below.

\$49 · SEHG-CD-1924 · SynergyEducation.AI

Also available: instructor-led workshop kits for teams — in-person training agendas, playbooks, and facilitator materials built on this course. Contact CEO@SynergyEducation.AI.