

Recommended Resource List: Building Assertiveness Skills

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Books

Benun, Ilise. **Stop Pushing Me Around!: a Workplace Guide for the Timid, Shy, and Less Assertive.** Franklin Lakes, NJ: Career Press, 2006. Call number: [650.13 Benu](#)

Bishop, Sue. **Develop Your Assertiveness.** 2nd ed. Philadelphia, PA: Kogan Page, 2006. Call number: [650.13 Bish](#)

Hartley, Mary. **The Assertiveness Handbook.** London, [England]: Sheldon Press, 2005. Call number: [158.2 Hart](#)

Hartley, Mary **The Smart Girl's Guide to Getting What You Want: How to Be Assertive with Wit, Style and Grace.** London: Watkins Publishing, 2014. [Download from Kentucky Libraries Unbound](#)

Newman, Susan. **The Book of No: 250 Ways to Say It-- and Mean It-- and Stop People-pleasing Forever.** New York: McGraw-Hill, 2006. Call number: [158.2 Newm](#)

Website

<http://www.mayoclinic.org/healthy-lifestyle/stress-management/in-depth/assertive/art-20044644>

Being Assertive: Reduce Stress, Communicate Better from the Mayo Clinic offers information on assertiveness as a core communication skill