

Resource 30: Recognising assertive, aggressive and passive behaviour

	Situation	Response	Your answer
1.	The date is being set for the next meeting of the governing body, of which you are a member. You are keen to attend but you are busy on the proposed date accepted by everyone else. When the chair says 'Is that OK for everyone then?', you say:	Well all right, as it seems convenient for everyone else.	
2.	A colleague asks you for a lift home. It's inconvenient to you, as you're late already and the drive will take you out of your way. You say:	I'm about 20 minutes late so I won't be able to take you home. If it helps I can drop you at the nearest bus stop.	
3.	A colleague hears you dealing with an awkward parent. Afterwards she praises the way you handled it. You say:	I really only had to listen to him for a few moments.	
4.	You sat in on a presentation given by one of the staff. You felt it was highly successful. You say:	I think that was a really good presentation. I particularly liked the way you used the visual aids.	
5.	A salesman has been pushing hard for you to buy a piece of equipment. You are not too sure, and had thought of looking at several makes before deciding. You say:	Well I suppose it's more or less what I'm looking for. I was going to look at other makes but perhaps this will be OK.	

Cont ...

6.	A colleague agreed to come to a special meeting and then failed to turn up. You ring him and say:	Dave, I understood you were coming to the meeting. I would have liked you to have been there. What happened?	
7.	A classroom assistant has asked for time off to visit a sick relative at a time when the school is working frantically to finish open day preparations. You say:	I hope you won't think I'm being mean, but Mr Smith won't like you to take time off tomorrow. I'm very sorry.	
8.	The chair of governors asks what went wrong when the outside speaker failed to turn up for a teacher development day. You say:	I don't really see why that's got anything to do with you. It's being dealt with.	
9.	You're at the photocopier when someone who often asks you to do her copying says: 'Can you just run off 30 of these for me?' You say:	I'm usually happy to help you out, but I don't want to spend time on extra copying this morning.	
10.	Someone on the staff keeps leaving dirty coffee mugs near the sink. At the end of the next staff meeting you say:	I'm sick of washing up for other people. Could the person who is doing this have the decency to wash their own mugs from now on?	