

自信力

本书中的技巧和工具能让你更有自信，从而更好地面对自己的工作与生活。

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王春艳 译

上海交通大学出版社

英汉对照管理袖珍手册

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图书在版编目(CIP)数据

英汉对照管理袖珍手册: 自信力/(英)麦克斯·埃格特(Max Eggert)著; 王春艳译.

—上海: 上海交通大学出版社, 2006

ISBN 7—313—04139—X

I. 英... II. ①麦...②王... III. 企业管理—手册—英、汉 IV. F270—62

中国版本图书馆 CIP 数据核字(2005)第 098057 号

责任编辑: 汪 俐

英汉对照管理袖珍手册: 自信力

王春艳 译

上海交通大学出版社出版发行

(上海市番禺路 877 号 邮政编码 200030)

电话: 64071208 出版人: 张天蔚

常熟市文化印刷有限公司印刷 全国新华书店经销

开本: 890mm×1240mm 1/64 印张: 3.5 字数: 138 千字

2006 年 1 月第 1 版 2006 年 1 月第 1 次印刷

印数: 1—5050

ISBN7—313—04139—X/F·566 定价: 10.00 元

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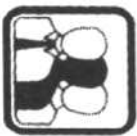
定义,普及化,向谁展示你的自信,为什么现在需要自信,何时展示你的自信,自信与诚实,保持一种平衡



自信的技巧

(101)

肢体语言,接受和给予批评,接受正面的反馈,反对的进程,“我”字陈述,提出要求,卡壳机法,破罐破摔法,缓冲法,反诘法,有力表述法



三种行为方式

(17)

三种选择,懦弱退让型行为(理由,思维游戏,必须和义务,自我对话,内心的声音)、攻击型行为,自信勇敢型行为(优点,解放的循环,自我肯定)



自信的行为

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普适的建议,保持自信的十项举措



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保持自信的基本权利的定义,相关的义务,工作中的权利和责任

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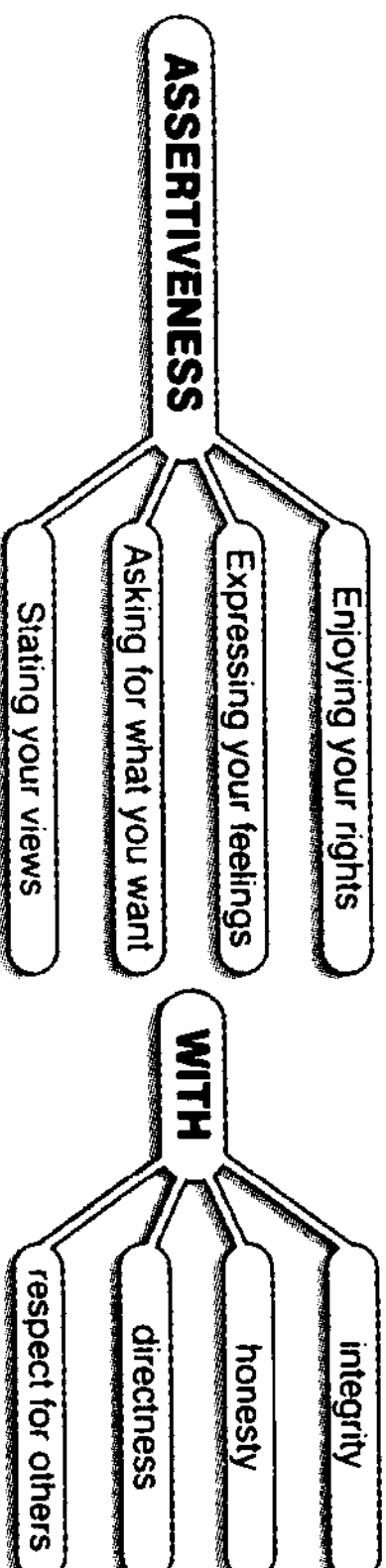
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序 言

INTRODUCTION



DEFINITION OF ASSERTTIVENESS

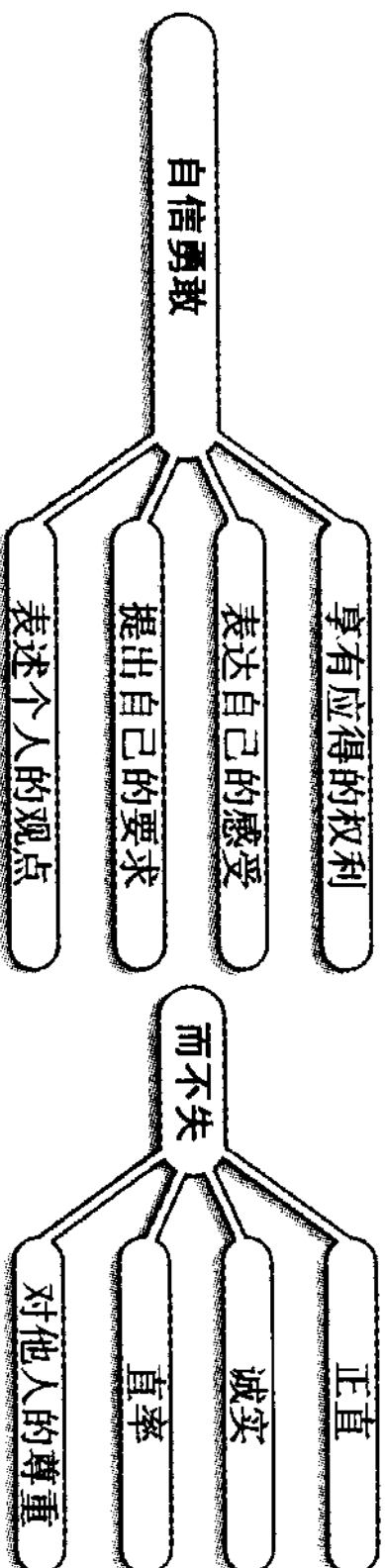


Assertive: (adj) confident and direct in dealing with others.

Collins Concise English Dictionary

Assertiveness is upholding one's own integrity and dignity whilst at the same time encouraging and recognising this behaviour in others.

自信勇敢的定义



自信勇敢：(形容词)在与他人打交道时自信且直截了当。

柯林斯简明英语辞典

自信勇敢,是指维护个人的正直和尊严,同时也鼓励和认同他人的这种行为。

INTRODUCTION



INCREASING POPULARITY

Assertiveness and the skills associated with it are increasing in popularity because:

- There has been an increase in individual freedom
- It empowers people who use it
- It encourages psychological health in those who use it
- In less hierarchical work structures, managing by rank alone is no longer effective
- More competition for resources makes it necessary for individuals to pursue what they want

越来越盛行

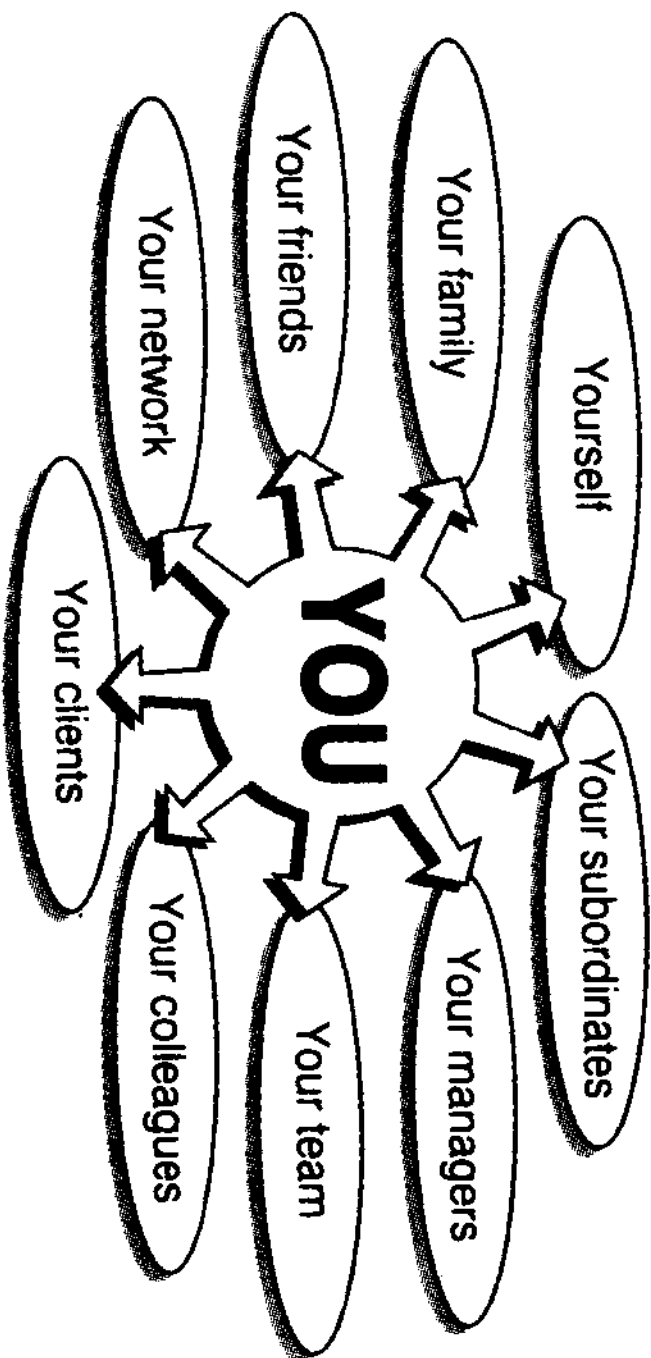


自信心和与之相关的技能日渐盛行,这主要有以下几个原因:

- 人们越来越追求个人自由
- 勇敢自信的人更有力量
- 勇敢自信的人会保持心理健康
- 在等级概念日渐模糊的职场中,单靠地位来掌控一切已不再有效
- 在对资源的竞争日趋激烈的今天,个人必须学会如何保障自身的合法权益

INTRODUCTION

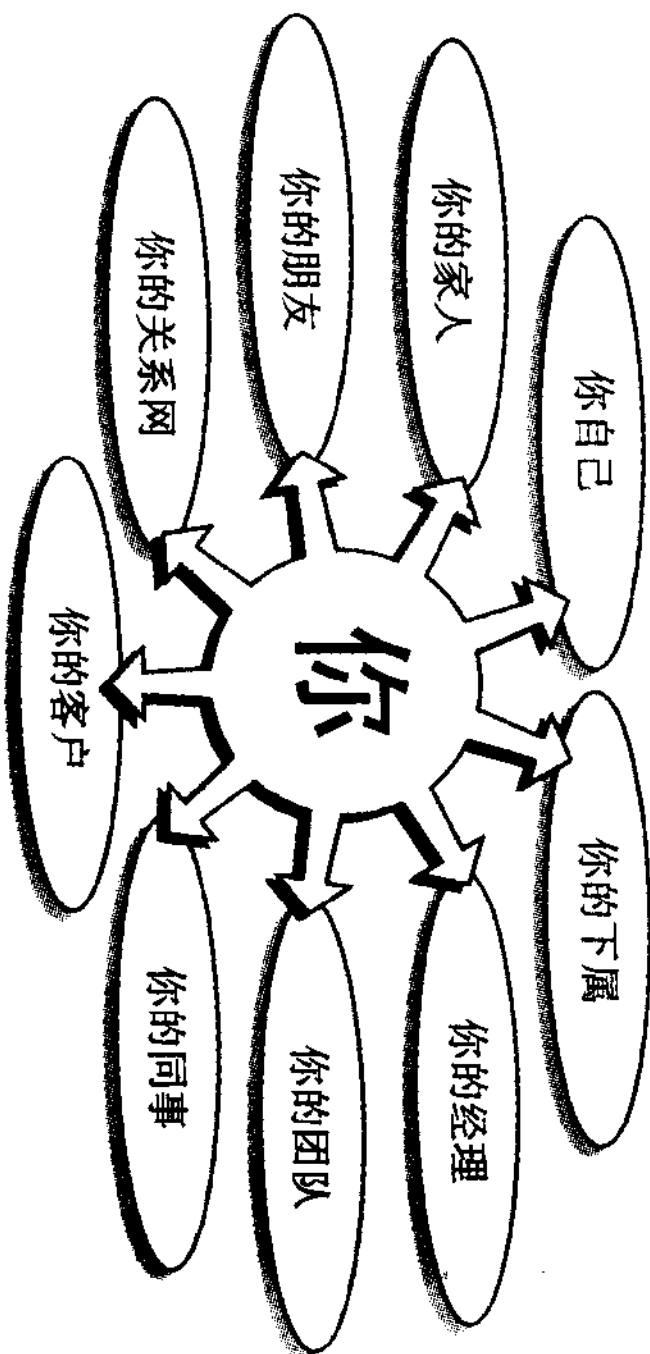
WITH WHOM CAN YOU BE ASSERTIVE?



In fact, assertiveness is useful for everyone with whom you come into contact.

导言

要向谁展现你的自信？



实际上,不论与谁打交道,你都需要有自信力。

INTRODUCTION

WHY ASSERTIVENESS NOW?



- Social and political hierarchies based on birth or caste are no longer successful within capitalist structures
- Successful enterprises are based on meritocracy and need everyone to achieve their best
- To be successful, society requires all to make a contribution - no one person is inherently better than another
- To speak one's mind and to reveal one's true position have been found to engender psychological health and improved relationships
- At work the person doing the job is the one who can make the most significant contribution to improvements on the job
- The political value and power behind the equality movement for gender, race, religion, colour and ethnic origin are now integrated into the culture of western civilisation
- The full fruition of democratic principles of individual freedom, and the equal rights of all within society, encourage all to pursue their rights and aims
- The New Age philosophy of individual empowerment and pursuit of personal excellence encourages people to be themselves

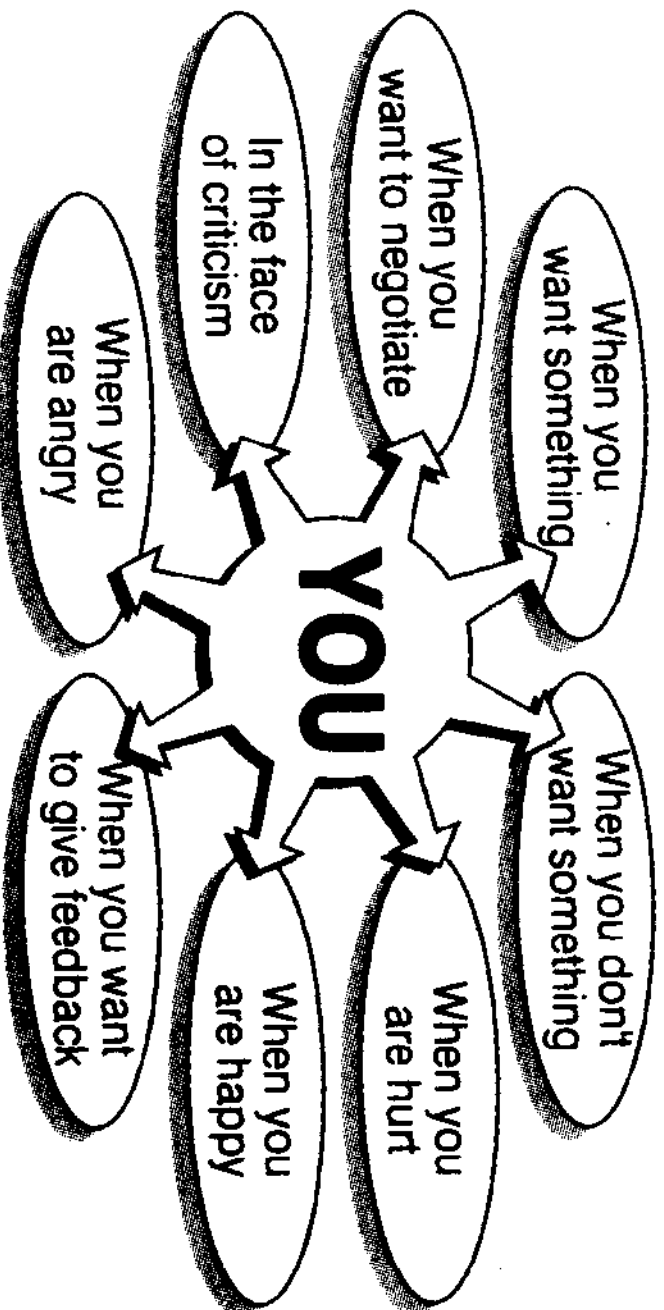
为什么现在要自信？



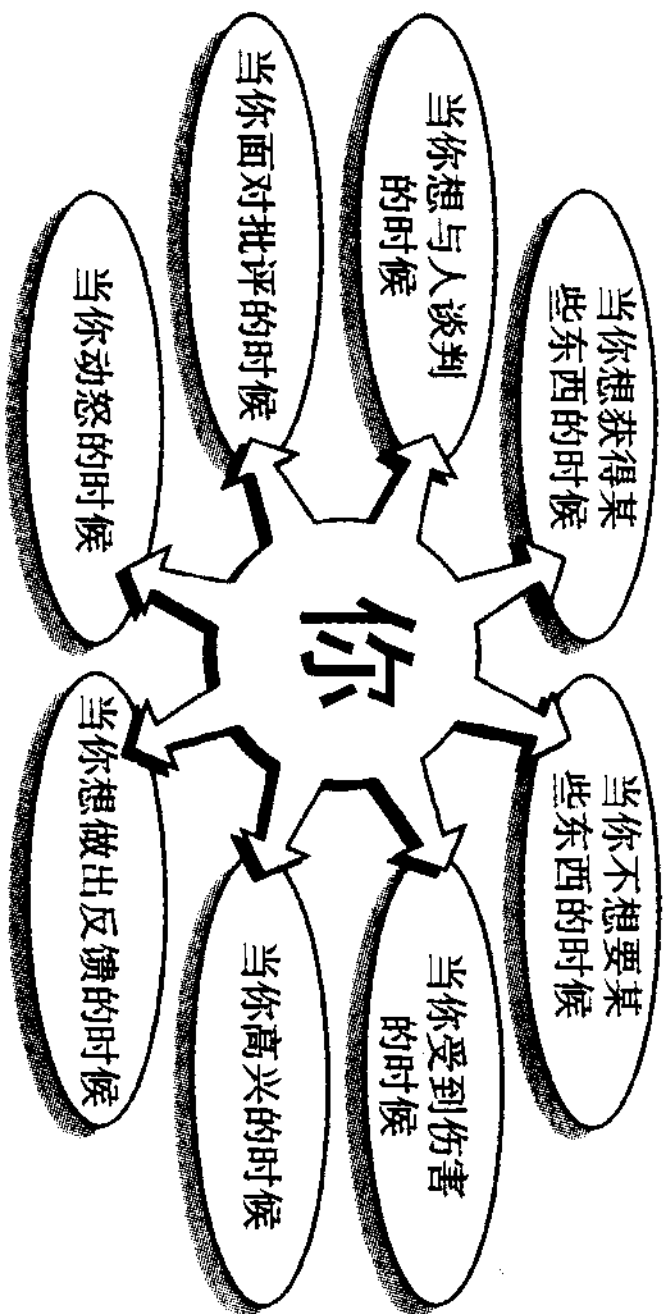
- 在目前资本主义结构的环境中，以往建立在家庭出身或社会等级基础上的社会政治结构已日渐瓦解
- 成功企业往往建立在一个精英团体的基础上，要求其中的所有成员都能发挥出其最佳水平
- 为了获得成功，社会要求每个人做出相应的贡献——没有哪个人生来就比别人优秀
- 现已发现，吐露自己的心声、表达出真实的见解能促进心理健康并改善人际关系
- 在工作中，担任某项工作的人应该是最能推动其发展的人
- 支持争取性别、种族、信仰、肤色和民族的平等权利运动的政治价值观和影响已同西方文明融为一体
- 个人自由之民主原则的硕果及每位社会成员所应享有的平等权利激励所有人去追求个人的权利，实现自身的目标
- 在新世纪，人们重视个人自我价值，追求实现卓越的信念鼓励人们做真实的自我

INTRODUCTION

WHEN TO USE ASSERTIVENESS



何时应自信勇敢？



INTRODUCTION



ASSERTIVENESS AND INTEGRITY

When we are assertive we increase our integrity, because we are honest with ourselves and with others.



When we are honest with ourselves and with others we are able to achieve what we want without compromise.