

### Task



Hopefully, you took in as much of the information in this 14<sup>th</sup> module as possible. To find out how well you have done, complete the following worksheet.



We recommend that you allocate at least 30 minutes to this worksheet.

#### SELF-MARKING



At the end of the worksheet is a convenient answers/feedback and advice section to allow you to see how well you have done.

You are not required to return this worksheet.

#### Activity #1



10 minutes

Write a paragraph explaining what self-confidence is and how it fits into the workplace.

Write or type your answer here

Activity #2

 10 minutes

Write a paragraph describing the acceptance therapy.

Write or type your answers here

### Activity #3

 10 minutes

Work your way through the following paragraphs and insert the most appropriate words to fill in the missing blanks. There are 10 for you to have a go at in all.

Dealing with 1\_\_\_\_\_ in the workplace is intrinsically related to developing your own self-confidence. Avoid the company of co-workers who take pleasure in 2\_\_\_\_\_ your abilities or putting you down. Do not confuse them with someone who is trying to help you out 3\_\_\_\_\_. Continue on with your work and avoid being in their 4\_\_\_\_\_; opt to be around positive, empowering and helpful people instead.

This does not apply only to 5\_\_\_\_\_; you can also experience nasty superiors whose harsh behaviour may erode your own confidence in the workplace. The colleague or boss (or you for that matter) may quit the job, but the 6\_\_\_\_\_ will linger on in our psyche. The trick is to keep your inner self and your inner 7\_\_\_\_\_ protected and immune to external negativity.

The way you 8\_\_\_\_\_ yourself is often indicative of self-confidence levels. Focus on your posture, you will notice that the 9\_\_\_\_\_ people hold themselves up, smile, make eye contact and 10\_\_\_\_\_ slowly and clearly. Being around confident people will help you gain confidence too.

Write or type your answer here

1

2

3

4

5

6

7

8

9

10



## Answers/feedback and advice section

Use this section to check your answers and see how well you have done

You are not required to return this worksheet

### Activity #1

#### Advice and Feedback

Self-confidence is a belief that we all have within ourselves of our own abilities, which is why everyone's level of self-confidence can vary. The confidence that you have within yourself can play a huge role in how successful you are in your personal and professional life. In the workplace, an improved self-confidence helps you tackle stressful situations with ease, push yourself to new limits and helps you attain career fulfilment.

### Activity #2

#### Advice and Feedback

There are several ways in which you can build your self-confidence, one of them is using the acceptance therapy. You can use this therapy from an early age, or as an adult, simply by admitting you have a problem with your confidence. Once you admit this problem, you may notice a reduction in stress levels. After admitting your lack of confidence, acceptance therapy focuses on reminding yourself why you are in that position and all the valuable skills that you have. Finally, boost your confidence by adopting some emotions and behaviours, which reflect who you really are.

### Activity #3

#### Answers

1. Negativity 2. Doubting 3. Genuinely 4. Company 5. Colleagues 6. Damage  
7. Feelings 8. Carry 9. Confident 10. Speak

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## SUMMARY

Now that you have studied Module 14, it is time to decide if you feel you are ready to move on to the next module. Even if you struggled only slightly in this module, make sure you take the time to read through the material one more time.

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