

Course : Setting limits without imposing them

Practical course - 3.5 hours - Ref. 9LI

Price : 430 CHF E.T.

Whether in the office or at home, you feel that people don't always respect your boundaries. But are they clear enough for you and for others? This training course will help you to clarify your limits, so that you can better respect yourself while respecting others.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Avoiding the pitfalls of over-adaptation
- ✓ Know your limits and enforce them
- ✓ Building self-confidence

Intended audience

Anyone who wants to learn more about their limits and take them into account.

Prerequisites

No special knowledge required.

Practical details

Hands-on work

Alternating theoretical inputs and feedback, individual and collective reflections, application exercises and hands-on practice.

Course schedule

1 Getting rid of inhibiting patterns

- The stakes and hidden benefits of ignoring your limits.
- The advantages and disadvantages of letting others set limits for you.
- Shift from a short-term to a long-term logic, to better respect each other.

Hands-on work

Cross-examination of our perceptions of limits and self-respect/respect for others. Co-creation of a checklist of reasons to respect limits.

PARTICIPANTS

Anyone who wants to learn more about their limits and take them into account.

PREREQUISITES

No special knowledge required.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

2 Know yourself better to position yourself better

- Define your limits clearly and accurately, and set up safeguards.
- Listening, trusting and valuing each other.
- Take into account the wishes of others while preserving your own balance.
- Respect one's choices and have them respected, while respecting others.

Hands-on work

Self-diagnosis and creation of a personal diagram of your limits.

3 Use tools to preserve your limits

- Use paraverbal and non-verbal language to establish your posture.
- Explain without justifying, relying on your legitimacy and self-confidence.
- Propose or build an alternative solution together.
- Confirm a satisfactory agreement or dare to reverse a hasty one.

Hands-on work

Role-playing on everyday professional situations.

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

Dates

REMOTE CLASS

2026 : 29 June, 29 June, 14 Dec., 14 Dec.