How to Successfully Handle Manipulative People
Also by Preston C. Ni

*How to Communicate Effectively and Handle Difficult People, 2nd Edition*

*How to Successfully Handle Passive-Aggressive People*

*How to Successfully Handle Narcissists*

*Seven Keys to Long-Term Relationship Success*

*How to Let Go of Negative Thoughts and Emotions*

*Are You Too Nice? How to Gain Appreciation and Respect*

*Communication Success with Four Personality Types*

*Confident Communication for Female Professionals*

*Confident Communication for Introverts*

For more information or to purchase, visit [www.nipreston.com/publications](http://www.nipreston.com/publications).

Preston Ni is available as a presenter, workshop instructor, course designer, and private coach. For more information, write to commsuccess@nipreston.com, or visit [www.nipreston.com](http://www.nipreston.com).

Copyright © 2014, 2015 Preston C. Ni. All rights reserved worldwide.

No part of this document shall be reproduced in any form whatsoever, stored in a retrieval system, broadcasted, transmitted, or translated into any kind of language, in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the express prior written permission from the author.

No responsibility for the loss occasioned to any person acting or refraining from action as a result of the material in this publication can be accepted by the author or publisher.

No patent liability is assumed with respect to the use of the information contained herein. The author and publisher assume no responsibility for errors or omissions. Neither is any liability assumed for damages resulting from the use of information contained herein.
Table of Contents

Introduction 4

How to Spot and Deal with Manipulative People 5

How to Handle Sixteen Types of Psychological and Emotional Manipulation 22

Appendix A:
Seven Ways to Say “No” and Keep Good Relations 34

Appendix B:
Five Keys to Enhancing Your Emotional Intelligence 36

Appendix C:
Seven Keys to Long-Term Relationship Success 47
**Introduction**

This reference guide contains important keys to successfully handle psychologically manipulative people. The first section - the complete, unabridged version of “How to Spot and Deal with Manipulative People,” presents detailed information on how to maintain composure, protect your rights, be proactive instead of reactive, use assertive communication to set boundaries, and utilize seven different types of power to affect change. Four additional topics follow and provide further skills and strategies on how to communicate effectively in difficult situations, both at home and at work.

To know how to handle manipulative people is to truly master the art of communication. As you utilize these skills, you may experience less grief, greater confidence, better relationships, and higher communication prowess. You’re on your way to leadership success!
How to Spot and Deal with

Manipulative People

“There are those whose primary ability is to spin wheels of manipulation. It is their second skin and without these spinning wheels, they simply do not know how to function.”

— C. JoyBell C.

Psychological manipulation can be defined as the exercise of undue influence through mental distortion and emotional exploitation, with the intention to seize power, control, benefits and privileges at the victim’s expense.

It is important to distinguish healthy social influence from psychological manipulation. Healthy social influence occurs between most people, and is part of the give and take of constructive relationships. In psychological manipulation, one person is used for the benefit of another. The manipulator deliberately creates an imbalance of power, and exploits the victim to serve his or her agenda.

Most manipulative individuals have four common characteristics:

1. They know how to detect your weaknesses.
2. Once found, they use your weaknesses against you.
3. Through their shrewd machinations, they convince you to give up something of yourself, in order to serve their self-centered interests.

4. In work, social and family situations, once a manipulator succeeds in taking advantage of you, he or she will likely repeat the violation, until you put a stop to the exploitation.

Before we explore how to effectively handle manipulative people, it’s useful to recognize their common behaviors. Below are five categories of psychological manipulation. Keep in mind that most of these ploys are designed to exercise control, so that the manipulator gets what she or he wants. Most manipulators have a combination of these characteristics, which can change quickly to suit their agenda.

**Five Categories of Psychological Manipulation**

**Negative Manipulation** - Designed to gain superiority by causing the victim to feel inferior, inadequate, insecure, and/or self-doubt.

**Positive Manipulation** - Designed to bribe the victim emotionally to win favors, concessions, sacrifices, and/or commitments.

Examples: Insincere flattery. Appeal to vanity and ego. Promising professional, social, or romantic acceptance (but with a catch). Fake professional or social closeness. Offering help, support or rewards - with the expectation to “cash in” on disproportionate reciprocation. Promising safety and security after taking them away. Promising positive emotions and rewards after dishing out inappropriate negative treatment.

**Deception and Intrigue** - Designed to distort the perception of the victim for easier control.


**Strategic Helplessness** - Designed to exploit the victim’s good will, guilty conscience, sense of duty and obligation, or protective and nurturing instinct.

Examples: Playing weak, powerless, underdog, or martyr. Using sad stories and challenges to gain sympathy, support, or allowances from responsibility. Dramatizing hardships to elicit guilt-based preferential treatment.
There’s more to this excerpt!

Boost your communication success at www.nipreston.com with information on:

— Free resources, articles, and tips
— Private coaching and organizational training
— College courses
— Public workshops
— Information on other books, DVDs, and publications by Preston Ni

Questions and comments? E-mail commsuccess@nipreston.com

Preston Ni
COMMUNICATION COACHING