How to Successfully Handle Passive-Aggressive People



Preston Ni, M.S.B.A.

Professor of Communication Studies

www.nipreston.com

Also by Preston C. Ni

Communication Success with Four Personality Types How to Communicate Effectively and Handle Difficult People, 2nd Edition How to Let Go of Negative Thoughts and Emotions Seven Keys to Long-Term Relationship Success Seven Keys to Life Success How to Successfully Handle Narcissist How to Successfully Handle Manipulative People Confident Communication at the Workplace

For more information or to purchase, visit <u>www.nipreston.com/publications</u>.

Preston Ni is available as a presenter, workshop instructor, course designer, and private coach. For more information, write to <u>commsuccess@nipreston.com</u>, or visit <u>www.nipreston.com</u>.

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 Passive-Aggressive People	5
How to Successfully Handle Passive-Aggressive Personal Relationships	19
Appendix A: Are You Too Nice? Seven Ways to Gain Appreciation and Respect	30
Appendix B: Seven Ways to Say "No" and Keep Good Relations	38
Appendix C: Five Keys to Enhancing Your Emotional Intelligence	47
Appendix D: Seven Keys to Long-Term Relationship Success	49

Introduction

Passive aggressiveness is anger, hostility, and/or learned helplessness in disguise, expressed in a covert, underhanded way to "even the score," and with the hope of "getting away with it."

This reference guide contains important keys to successfully handle passive-aggressive people. The first section - the complete, unabridged version of "How to Spot and Deal with Passive-Aggressive People," presents detailed information on how to maintain composure, be proactive instead of reactive, use humor to disarm difficult behavior, and utilize seven different types of power to affect change. Five additional topics follow and provide further skills and strategies on how to communicate effectively in difficult situations, both at home and at work.

Author James Humes once wrote: "The art of communication is the language of leadership." To master the art of handing passive-aggressive people is to truly exercise superior communication and leadership. The information presented in this reference guide may show you how.

How to Spot and Deal with Passive-Aggressive People

"Behind the smile, a hidden knife!"

- Ancient Chinese saying describing passive-aggressive behavior

The NYU Medical Center defines a passive-aggressive individual as someone who "may appear to comply or act appropriately, but actually behaves negatively and passively resists." Passive-aggressive actions can range from the relatively mild, such as making excuses for not getting together, to the very serious, such as sabotaging someone's well-being and success.

Most chronically passive-aggressive individuals have four common characteristics: They're unreasonable to deal with, they're uncomfortable to experience, they rarely express their hostility directly, and they repeat their subterfuge behavior over time. Passive aggressiveness may be directed towards a person or a group.

Before we explore how to effectively handle passive-aggressive people, it's useful to recognize their common behaviors. Here are four categories of passive aggression:

Disguised Verbal Hostility. Negative gossip. Sarcasm. Veiled hostile joking — often followed by "just kidding." Repetitive teasing. Negative orientation. Habitual criticism of ideas, solutions, conditions, and expectations.

Disguised Relational Hostility. The silent treatment. The invisible treatment. Social exclusion. Neglect. Backstabbing. Two faced. Mixed messages. Deliberate button pushing. Negative or discomforting surprises. Overspending. Sullen resentment. Indirectly hurting something or someone of importance to the targeted person.

Disguised Task Hostility. Procrastination. Stalling. Forgetting. Stonewalling. Withholding resources or information. Professional exclusion. Denying personal

There's more to this excerpt!

Get the entire reference manual at **www.nipreston.com**.

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

- 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

