How to Successfully Handle Aggressive, Intimidating, and Controlling 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 Manipulative 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 Introverts

For more information or to purchase, visit 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.

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.

"What you allow is what will continue."

— Source Unknown

"You are more powerful than you know and they fear the day you discover it."

— Source Unknown

Table of Contents

Introduction	6
How to Deal with Aggressive, Intimidating, and Controlling People	7
How to Handle Sixteen Types of Psychological Power Play	26
Ten Negotiation and Conflict Resolution Tips for Dealing with Aggressive, Intimidating, and Controlling People	39
Appendix A: Are You Too Nice? Seven Ways to Gain Appreciation and Respect	44
Appendix B:	77
Seven Ways to Say "No" and Keep Good Relations	52
Appendix C:	
Seven Keys to Establishing a Confident Impression	54

Appendix D:	
How to Improve the Sound of Your Voice	62
Select Bibliography	66

Introduction

Are you dealing with an aggressive, intimidating, or controlling person in your life? It's easy to let these individuals affect us and disturb our well-being. This reference guide contains important keys to successfully handle such people. The first section - the complete, unabridged version of "How to Deal with Aggressive, Intimidating, and Controlling People," presents detailed information on how to keep calm, shift from reactive to proactive, defend your boundaries, apply assertive communication skills, use humor to disarm difficult behavior, and deploy seven different types of power to affect change. Additional topics follow and provide further skills and strategies on how to communicate effectively in difficult situations, both at home and at work.

It is said that "good leadership starts with good communication." It often takes considered action with effective communication to successfully handle difficult individuals. The information presented in this reference guide may show you how.

How to Successfully Handle Aggressive, Intimidating, and Controlling People

"Some people try to be tall by cutting off the heads of others."

— Paramhansa Yogananda

Most of us come across aggressive, intimidating, or controlling personalities at some points in our lives. These individuals may exist in our personal sphere or professional environment. On the surface, they may come across as domineering, confrontational, demanding, hostile, or even abusive. However, with astute approach and intelligent communication, you may turn aggression into cooperation, and condescension into respect.

Below are twelve keys to dealing with aggressive, intimidating, and controlling people. Keep in mind that these are general rules of thumb, and not all of the tips may apply to your particular situation. Simply utilize what works and leave the rest.

There's more to this excerpt! Get the entire book at www.nipreston.com.

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

