

Simone Janson (ed.)

**Best
of HR**
BERUFEbilder.de®

Gain & strengthen Self-Confidence, improve Self-Esteem & Self-Respect, learn to love yourself, appear Self-Secure & react on Stupid Sayings with Quick-Wittednes



BE SELF CONFIDENT

Best of HR - Berufebilder.de®

Be Self-Confident

Gain & strengthen Self-Confidence, improve Self-Esteem & Self-Respect, learn to love yourself, appear Self-Secure & react on Stupid Sayings with Quick-Wittedness

Simone Janson (ed.)

Published by Best of HR - Berufebilder.de®

Table of Contents

Imprint

Introduction: Information, Experiences of Success, Inspiration - you'll find all that in this Book

Achieve Goals Interactively: Awards, Press Reviews, Customer Feedback
Your Benefit in concrete Terms: Content, Organization and Structure of the Book

Information as desired with Membership Discounts, eCourses, Workbooks,
and custom, individual eBooks

Successfully use the AI Extension to the Book for your Goals and to make Money

Experience Success and Inspiration: Discover your Way and support Sustainability

Safe and confident in dealing with power and status: Effective through eye-level! // By Dr. Cornelia Topf

How to manage executives with anger outbursts of employees: Caution Risk of explosion! // By Henryk Lüderitz

Acting sovereignly in discussions and interviews: Ready to play in front of an audience // By Dr. Matthias Nöllke

Interview - Professor Dr. Petra Jansen, Department of Sports Science, University of Regensburg: emotion control, career goals and women // By Simone Janson

10 Naughty career tips for women by Katie Ledger: More effect please! // By Simone Janson

Leadership - Learning to be Authentic and Sympathetic: I want to stay the way I am? // By Michael Moesslang

Solving conflicts thanks to inner attitude: handle sovereignty with know-it-alls, naggers and lousy peters // By Ilja Grzeskowitz

Self-Coaching Self-help and self-love: Achieve goals with self-support // By Dr. Cornelia Topf

Self-love and sense search in everyday business: 2 questions and 6 tips // By Stefan Dudas

Body language: suppress feelings and body? // By Dr. Gabriele Cerwinka, Gabriele Schranz

Being sovereign: what is sovereign behavior? 2 X 8 Tips // By Dr. Cornelia Topf

Ready to beat instead of self-doubt: confidently counter feedback! // By Simone Janson

Presenting Sovereign: How to reach your audience [9 Checklists] // By Simone Janson

Conclusion: How to expand your Knowledge and Experience with interactive AI and discounted Add-on offers for free.

Authors Overview

Dr. Gabriele Cerwinka

Stefan Dudas

Ilja Grzeskowitz

Simone Janson

Henryk Lüderitz
Michael Moesslang
Dr. Matthias Nöllke
Gabriele Schranz
Dr. Cornelia Topf

Profound Expert Knowledge, Quality Assurance and AI: The Concept of Publisher
of the Year Best of HR - Berufebilder.de®
Appendix: Tips and Prompts for using the AI Extensions

Imprint

The German National Library lists this publication in the Deutsche Nationalbibliografie; Detailed bibliographic data are available on the Internet at <https://dnb.dnb.de>.

ISBN of the German eBook edition: 9783965960244

ISBN of the English eBook edition: 9783965960251

German website of the publisher: <https://berufebilder.de>

English website of the publisher: <https://best-of-hr.com>

Be Self-Confident

4th completely revised and extended edition, 10.01.2024

©2024 by Best of HR - Berufebilder.de®, a brand of Janson Pressgroup Print & Online

Published by Simone Janson

Duesseldorf, Germany

Conception, editing, graphic design & layout: Simone Janson

Cover design with Canva, Image as part of a contract with Shutterstock

eMail: publisher@berufebilder.de

For your [successful, fulfilling life](#), the information you truly need: State-funded publisher, awarded the Global Business Award as [Publisher of the Year: Books, magazines, eCourses, data-driven AI services](#). Print and online publications, along with the latest technology, go hand in hand - with over 20 years of experience, partners such as the [Federal Ministry of Education](#), customers like [Samsung](#), [DELL](#), [Telekom](#), or universities. Behind it all is [Simone Janson](#), a German [Top10 blogger](#), referenced in [ARD](#), [FAZ](#), [ZEIT](#), [WELT](#), [Wikipedia](#).

All books are published in German and English. We take our responsibility to deliver well-researched and reliable information very seriously. Therefore, the publisher follows a dedicated concept for quality assurance and compliance, where the expertise of renowned experts goes hand in hand with the latest AI technology for information analysis and text optimization. If you have any further questions, you can read the corresponding chapter at the end of the book.

All works of the publishing house Best of HR - Berufebilder.de®, including their parts, are protected by copyright. Any use outside the narrow limits of the copyright law is not permitted without the consent of the publisher and the author. This applies in particular to the electronic or other reproduction, translation, distribution and making publicly available.

Introduction: Information, Experiences of Success, Inspiration - you'll find all that in this Book

Dear readers,

glad we could convince you of the 4th, significantly extended edition, like thousands of readers before. Because this book makes your success tangible: In the following pages, you will not only encounter expert knowledge, but also a wealth of practical tools and resources that can help you achieve your goals and realize your full potential.

Achieve Goals Interactively: Awards, Press Reviews, Customer Feedback

For its interactive concept, the publisher was not only awarded the Global Business Award as Publisher of the Year by Corporate Vision Magazine and supported by the Minister of State for Culture and Media of the Federal Republic of Germany, but also repeatedly recognized in renowned media such as **ZEIT**, **Süddeutsche**, **personalmagazin**, or the special magazine **Personalführung**. For example, the **FAZ**, one of the most influential Newspapers in Germany, attests to us "good actionable tips" and customers like the **Press and Information Office of the German Federal Government** are enthusiastic. You can find many more reviews as well as information on free review copies at <https://best-of-hr.com/press/>.

Renowned experts from various fields - overview in the table of contents - have compiled their expertise and experiences to provide you with valuable insights and advice, practical and condensed. As a reader, you will also receive working materials as part of your book purchase, which you can download for free at <https://best-of-hr.com/academy/>. In addition, workbooks are available to help you reflect on the inspirations from this book.

All readers who are looking for individual solutions also have the opportunity to use the AI extensions and consulting tools free of charge within the framework of AI Extended Books, for which we usually charge a monthly subscription fee. Our interactive success advisors and other AI-supported tools are at your disposal to provide you with tailored advice and recommendations that are tailored to your individual needs. Use these tools to drive your success and achieve your personal goals.

In addition to this wealth of inspiration, we want you to experience and enjoy your success: As a reader of this book, you will have access to a variety of exclusive services that will help you live well and successfully according to your wishes: from inspiring reader trips, where you have the opportunity to discover new places and exchange ideas with like-minded people, to lifestyle products that are

specifically tailored to your needs, we want to ensure that you make the most of this reading experience.

Your Benefit in concrete Terms: Content, Organization and Structure of the Book

Briefly and concretely this is your benefit from this book: You support certified climate protection projects, quickly receive compact information and checklists from experts as well as access to AI extensions and the possibility to individually live your inspirations as an experience. Because many people wish "If only I were self-confident" specially in embarrassing situations. And personal attacks often do not help short-term trained repartee phrases. But authentic self-assurance and a relaxed approach to criticism can be learned, self-love is the key to success here. In this book, numerous experts show how to do that.

You will receive valuable resources through this [unique publishing concept](#) that will enhance your knowledge, stimulate your creativity, and make your personal and professional goals achievable. This allows you to discover new ways, expand your thinking, and improve your skills to experience success. You will receive concrete advice, proven methods, and strategies to overcome challenges and overcome obstacles. By providing specific action steps and practical guidance, you will learn how to define your goals and develop plans to progress step by step. The clear structure and our special, highly detailed table of contents support you in quickly finding the desired information and implementing it directly into practice.

This is not only contributed by the expert articles of renowned experts but also by numerous inspirations from successful managers, entrepreneurs, and other exciting personalities. Their stories and experiences serve as vivid examples of how challenges can be overcome and goals can be achieved. Through their inspiring narratives, you gain insights into proven strategies and practices that you can apply to your own situations. Different, and potentially contradictory, aspects of the topic are deliberately addressed. This allows you to examine, reflect on, and weigh the various pros and cons optimally. This ultimately enables you to gain different perspectives and improve your knowledge to develop a deeper understanding of complex topics and find innovative solutions.

Information as desired with Membership Discounts, eCourses, Workbooks, and custom, individual eBooks

Successfully use the AI Extension to the Book for your Goals and to make Money

For those seeking further individual guidance and services, our concept of *AI Extended Books* offers the potential to analyze information, gain valuable insights, and show paths to achieving your individual goals. By utilizing AI in your work or personal life, you can gain many benefits and work much more efficiently. Through our AI solutions, you will discover new ways to explore your horizons in innovative ways. And the best part is that this service is free for you as a book

buyer. In the appendix of the book, you will find a detailed explanation and numerous application examples to facilitate your successful handling of AI.

Our interactive [AI-assisted consultant](#) is there to assist you with any questions regarding success, career, and personal development. Our [AI-eTutor](#) supports the learning experiences from our academy with individual exercises. And the interactive [travel planner](#) helps you plan individual moments of success.

One of the greatest strengths of AI is its ability to process large amounts of data and recognize patterns. By using machine learning algorithms, AI can learn from this data and make predictions. This enables you to make informed decisions, optimize your strategies, and even solve complex problems. Whether it's your personal career management, optimizing communication processes, or improving work efficiency - AI can help you achieve your goals more effectively.

With the AI tools from Best of HR - Berufebilder.de®, you can even earn money. This is done through an affiliate program, a marketing strategy where companies collaborate with affiliates to promote and sell products or services. Affiliates are individuals or companies that act as partners and receive a commission for every sale or action they generate. To participate in our affiliate program, please register [for our partner program](#).

Experience Success and Inspiration: Discover your Way and support Sustainability

But that's not all! We want to offer you a very special opportunity that will make your journey to personal growth and success even more unforgettable. Because we know that it's not just about reading, but also about experiencing and applying what you've learned. That's why we want to offer you exclusive vouchers for suitable trips and other items that perfectly match your chosen guide. To achieve this, we work with numerous network partners in accordance with our compliance guidelines.

So imagine putting the inspiring wisdom of your book into action while creating unforgettable memories at the same time. Whether it's a relaxing break at a wellness resort, an adventurous trip into nature, or a workshop that further develops your skills - with our specially selected vouchers, you can put what you've learned into practice directly and enjoy unforgettable experiences at the same time.

Let yourself be inspired by our guides and discover the possibilities that await you. Because we believe that true change doesn't just happen in the mind, but also in the heart and in action. So get ready to elevate your life to a new level with individual moments of success and make your dreams come true. By the way, 5 percent of your purchase goes to non-profit organizations that are dedicated to projects such as reforestation and climate protection.

So you see: from cost savings to access to knowledge and education, to the opportunity to experience and live your own successes, to inspiration for

entrepreneurial activities, and the possibility to earn money with our publishing house - reading our books can provide you with financial benefits in various ways.

Safe and confident in dealing with power and status: Effective through eye-level!

// By Dr. Cornelia Topf

To be respected, to have influence, to be respected, to "apply something" - who would not want that? Anyone who has many options is more powerful than someone who has little or no. Only: how do you get there? And is not power also often evil?

Who wants to shape, needs power

Often I am confronted in coaching with the reservations that many people have against power: that power is something evil, something that you exploit and abuse - so you better keep away from it.

Power helps to enforce your own goals. And those who communicate at eye level can negotiate more constructively. Often enough only a subjective perceived balance of power for it. Freelancer is negotiating with multinational corporation - where do you go here to power balance, you will ask. The answer: all a matter of attitude!

Also in social relations

What many people do not see: In order to have influence in a social relationship, in order to enforce one's will against the reluctance of others, in order to weight our own interests more than the others, we need power.

When it comes to shaping the future according to one's own ideas and solving many other challenging tasks, one needs personal resources and often also financial, relationships, status, in short: power.

Knowledge is power!

Often the way to eye level leads over the knowledge. Knowledge is power - knowing nothing does not matter, says mockingly the vernacular. This is obviously a saying of the powerless.

If we are not dictators, despots, or emperors personally, we need knowledge.

Invest in the right people

But that alone is not enough if we are not able to make ourselves and our knowledge accessible to the "right" people in powerful relationship networks.

Anyone who invests in these "usually reaps returns in the form of access and opportunities" writes Dagmar Deckstein in the SZ in her review of the book "The Fromel of Power" by Harald Katzmaier and Harald Mahrer.

Powerlessness does not make you happy

You do not want to prevail against the reluctance of others? You perceive this as an abuse of power? But powerlessness is much worse, literally and figuratively. Because most of the time we wake up from this

Fainting just not in the arms of a prince or a princess, but annoy us about the fact that of all times we have pulled the short straw, we have not considered, once again the stupid others were preferred

We decide for ourselves!

And often it is not just the others, the circumstances, the life as such, the economy, the political weather or a Chinese butterfly that are to blame, but we alone.

We decide for ourselves whether we want to gain power and status, or rather want to be pushed back and forth as discretionary mass. And we also decide for ourselves how to use power: for our own or others' benefit. Cynical and self-righteous or as a means of problem solving.

What makes a sovereign driver?

At the beginning is the consideration: Prefer to steer the bus on the driver's seat, determine the direction and speed or rather ride in the last row? What makes a sovereign driver?

Is it physical or mental superiority, my specialized knowledge, my high organizational ability, my social competence? Or do I tend to take advantage of power structures and create fear among the subjugated?

Only when you have clarified these questions for yourself, you can take the second step: How do I achieve power or how do I make more powerful?

Always have a plan B in your pocket

In principle, trust in the quality of one's own performance and products, in one's own ability, ie, self-confidence and self-assurance in the classical sense, continue to help.

But above all, the "Best Alternative To The Negotiated Agreement", the BATNA "helps. As a power factor it "makes" independent and thus stronger. Why does that