

Negotiation Skills

REGISTRATION FORM

Name:

Organization: Department:

Position: Email:

Field of Experience: Years of Experience:

Address:

Telephone: Mobile: Fax:

Course Title	Duration	Date & Venue	Timing	Course Fees
Negotiation Skills	3 days	18-20 October 2011 BSE Headquarter Manama, Bahrain	8:00 a.m to 4:00 p.m	BD 450 or US\$ 1,215

Promo & Discounts for early bird registration until 25th September 2011.

- Individual registration (**Non-Sponsored**) - 10% Discount
- Group registration composed of five (5) delegates for Ministries & Companies - 15% Discount
- BSE Active Members (**Non-sponsored**) - 20% Discount
- Free seat for BSE active member (*For more details, please contact training officer*)

Note:

- For Individual/ overseas, payment shall be received upon submission of the completed registration form.
- In order to confirm the registration, Companies must arrange the following:
 - a.) 25 % Advance payment 2 weeks prior to the course (**Non-refundable**)
 - b.) 75% as full payment (1 week prior to the course)
- No Show of participant/s during the course will be charged in full amount accordingly.
- Cancellation of participant/s shall be submitted in writing to BSE ten days (10 days) before the course.

Method of payment:

- Invoice the Organization (Please attach the authorization)
- I enclose a Banker's Draft payable to Bahrain Society of Engineers-Training Centre
- Bank Transfer: A/C No: 99098911 - National Bank of Bahrain-Manama Main Branch
- Please Debit to Amex: _____ Diner's Club: _____ Visa: _____ Master Card: _____
(Additional 3% will be charged)

Card Number:..... Expiry Date:.....

Card Holder's name and address (if different from above)

Signature..... Date:.....

*Please send this completed form to:
Training Officer, Bahrain Society of Engineers*

P. O. Box 835, Manama, Bahrain, Tel: +973 17-810725 or 17-727100, Fax: +973 17-827475

Email: ruth@mohandis.org

Negotiation Skills

Three (3) Days Training Workshop

18-20 October 2011

BSE Headquarter Kingdom of Bahrain



Organized by:
Training Centre

Bahrain Society of Engineers

Tel: +973 17-810725 or 17-727100, Fax: +973 17-827475

Email: ruth@mohandis.org / Website: www.mohandis.org

Negotiation Skills

Introduction:

We live in an age in which negotiation is an integral part of life. All around us there is evidence of this:- Business agreements and economic co-operation; organisations forming alliances and mergers; sales pitches; projects; peace-negotiations; tendering; procurement; pricing; employment contracting and the like. All these involve and depend on successful negotiations. Negotiation is a fact of life, and everyone needs this generic skill.

The importance of being competent in the area of negotiations is better understood against the backdrop of what is happening in our modern era:- Globalisation has meant that we need to be able to interact and trade competitively and satisfactorily with other nations and people who may be very different to ourselves. Political and demographic shifts necessitate an increased ability to discover and embrace “win-win” strategies. The growing interdependence of organisations and groups requires that we be able to appreciate and accommodate workplace diversity, communicate persuasively and build stronger relationships for the sake of our common and future interests.

Objectives:

This course aims to equip candidates with understanding, insight and skill in the process and techniques of interaction between parties. Candidates will leave the course knowing how to direct their efforts in such a way as to reach mutually acceptable and satisfying agreements.

Benefits:

- gain insight into the negotiating styles of different personalities
- learn how to profile the personality of the person you are negotiating with
- gain insight into effective negotiating strategies that can be used with different personalities
- be able to predict the probable response and behaviour of the person you are negotiating with
- be better able to understand and practice a more constructive style of reaching an agreement
- learn how to negotiate in such a way that the outcome will hold
- be able to negotiate solutions that are based on common interests
- be better able to avoid or (at least) resolve conflict, despite widely dividing differences
- be better able to establish common ground and create alternatives
- be better able to exchange information through effective communication

Who Should Attend?

It is suggested that the course should be directed towards those whose negotiation skills directly influence their success at work, including:-

- Sales and Marketing personnel
- Legal personnel
- Buyers and other Procurement personnel
- Public Relations personnel
- Mentors and Career Coaches
- Training personnel
- Human Resources personnel
- Receptionists
- Secretaries
- Switchboard Operators

Course Lecturer:



John Blacklaws

John Blacklaws is an accredited international business consultant. John gained his experience in senior Operations and HR management roles in the multinational corporations Liberty Life, British Petroleum, Anglo American Corporation and BHP Billiton.

John consults widely on business optimization and talent management matters. His clients are based in the Middle East, Southern Africa, the United Kingdom, Korea and the West Indies. John lectures to MBA level, and frequently speaks at international conferences. In addition to managing his own business consultancy, John is an Associate of several foremost international business consultancies. He is a certified PMP® Project Management Professional, accredited by the international Project Management Institute®.

Course Fee:

BD 450 or US\$ 1,215 (Inclusive of snacks, buffet lunch, certificate of attendance & course handout)

Attendance Policy: Only Participants with at least 80% attendance report shall be entitled to Certificate of Attendance.

Course Outline:

DAY 1:

- What is negotiation?
- Preparing to negotiate – basic negotiation skills
- Skills practice
- The climate for negotiating – standard procedure for negotiating process
- Trying to find common ground
- Communicating persuasively
- Skills practice

DAY 2:

- How to handle conflict and aggression
- The need for well-developed interpersonal skills for negotiations
- Skills practice

DAY 3:

- Typical business interactions requiring negotiation skills
- Effective interpersonal interactions
- Skills practice
- Building trust
- Specialised negotiations
- Skills practice