

COURSE OVERVIEW

Negotiation is a unique activity - combining science, art and technique. It requires a new set of skills in addition to existing personal skills. This active and participative workshop will show delegates how to achieve profitable results and to co-operate rather than compete, and how to achieve a good result for both parties. Films, short input sessions, case studies and a unique "negotiation styles" questionnaire, are combined with many opportunities for role-plays and personal and video feedback. The challenges and pressures of negotiation will be experienced from "both sides of the table", delegates will leave equipped to plan a strategy, execute it effectively and conclude a deal without giving away profit or unplanned concessions.

WHO SHOULD ATTEND

This course is designed for managers, team leaders, and senior staff of companies or governmental authorities involved in constructing or negotiating any type of agreements. It is particularly important for the staff of petroleum ministries, environmental agencies, law firms, and consulting companies.

DELEGATES WILL LEARN:

- The different phases of a negotiation; understanding the process in order to control it better.
- The influencing factors - the different areas which can be improved to influence negotiating performance.
- Setting the scene before negotiating starts.
- Preparing for negotiation; a checklist to make sure all aspects of the offer have been accounted for.
- Take up the right initial stance.
- Available strategies and tactics; how and when to employ them and/or defend yourself against them.
- Costing out concessions and variables, where to give and where to take.
- The human factor; how to allow for the other person's needs, feelings, ego and priorities. Creating a win-win environment.
- Concluding and summarising; making sure that the agreement really has been agreed and really does get implemented.

**THE LECTURER
ONE OF PETRO-TEC LECTURERS**