Projacs
an egis company
بروجاكس للتدريب والتطوير
Projacs Training and Development

PROJACS Program on Negotiation

برنامج بروجاكس
لتقنيات وأسرار التفاوض الفعال وتحقيق الأهداف

30 December 2019 – 03 January 2020

London / United Kingdom

A Member of:
PROJACS ACADEMY

ProjacsAcademy.com

Introduction

This Workshop offers an extensive training on Effective Negotiation Skills including different Techniques and Tools for the 21st century.

Objectives

- To learn Negotiation process
- Negotiation Types
- Negotiation Methods
- Negotiation Skills and Tools
- Negotiation Strategies
- BATNA
- Negotiation Factors
- Planning and Organizing Negotiations
- Effective Communication
- Gender Negotiation
- Negotiation Sources of Power
- The Seven Pillars of Negotiation Wisdom

Who Should Attend?

- Top Management
- Middle Management
- Project Managers
- Sales and Marketing Managers
- HR Manger

Course Outline

Day One:

- Negotiation process
- Negotiation Strategy
- Types of Negotiations : Integrative Bargaining and Distributive Bargaining
- Negotiation Styles
- Negotiation Opportunities
- Improving Perception
- Interdependence
- Negotiator's Attitude
- Listening Skills

Day Two:

- The 'Rational' Model for Decision Making
- Direct and Indirect Methods
- Negotiation Strategies : Principled-Soft-Hard and Tit for Tat Bargaining
- Essentials of Negotiation
- Key Approaches to Negotiation
- Principles of Negotiation
- Basic Steps of Negotiation
- BATNA

Day Three:

- Communication: Key to Effective Negotiating
- Planning and Preparing for Negotiation
- Negotiation Success Tips
- Ethics in Negotiation
- Business Environment in Negotiation
- Cultural Forces Affecting Negotiation
- Win-Win Negotiation
- Conflict Management in Negotiation
- Concluding Successfully a Negotiation

Day Four:

- Sources of Power
- The Seven Pillars of Negotiation Wisdom
- Information and Expert Power
- Resource Control
- Legitimate Power
- Location in the Structure
- Negotiator's Effective Personality

Day Five:

- How Negotiations Work in Practice
- Excellent Negotiators Habits
- Gender and Negotiation
- Creativity and Negotiation
- Tools and Techniques for Effective Negotiation

Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a binder containing a copy of the presentation
- slides and handouts
- Post-assessment

Program Support

This program is supported by interactive discussions, role-play, case studies and highlight the techniques available to the participants.

Schedule

The course agenda will be as follows:

- Technical Session 08.30-10.00 am
- Coffee Break 10.00-10.15 am
- Technical Session 10.15-12.15 noon
- Coffee Break 12.15-12.45 pm
- Technical Session 12.45-02.30 pm
- Course Ends 02.30 pm

Course Fees*

- **3,950USD**
  **VAT is Excluded If Applicable*

المقدمة

هذه الورشة تقدم تدريبا مكثفا حول مهارات التفاوض الفعال بما في ذلك تقنيات وأدوات مختلفة للقرن ٢١.

الاهداف

- أنواع التفاوض
- أساليب التفاوض
- مهارات وأدوات التفاوض
- استراتيجيات التفاوض
- عوامل التفاوض
- تخطيط وتنظيم المفاوضات
- الاتصال الفعال
- عمليات التفاوض
- مصادر تفاوض السلطة
- الأركان السبعة للتفاوض الفعال

الحضور

- الإدارة العليا
- الإدارة الوسطي
- مدراء المشروع
- مدراء التسويق والمبيعات
- مديري الموارد البشرية