

ADVANCED NEGOTIATION SKILLS

COURSE CODE : ANS
DATES : JULY 12 - 13, 2017
DURATION : 2 DAYS | DUBAI, UAE

Course Objectives

- To learn how to effectively plan a negotiation
- To understand the critical role of the B.A.T.N.A. and the Z.O.P.A.
- To explore techniques for overcoming deadlock
- To learn how to deal with difficult people
- To learn the tactics employed by top negotiators
- To understand how to deal with dirty tricks

Who Should Attend?

Deal makers at all levels, managers, sellers and buyers. * This course builds on the foundations of the Spearhead Negotiation Skills course. It is essential that delegates have attended this course, (or a similar programme, in the past 2-4 years). This will allow delegates to fully benefit from the topics covered during this course.

About the Programme

Advanced Negotiation Skills examines ways to enhance your negotiation outcomes, and reviews the latest ideas and techniques in negotiation. By focusing on the value of the deal, and examining the different issues that interfere with successful outcomes, you will be able to ensure greater success and longer lasting relationships from your deals. Key issues covered include the importance of excellent planning, how to set your own objectives, knowing when to 'walk away', and learning the key tactics employed by top negotiators.

Programme Contents

This two-day programme uses experiential role play exercises to emphasise the key themes. After each exercise there is a detailed debriefing and Trainer input, before moving on to the next exercise. Each delegate undergoes continuous improvement through this interactive programme. They will receive feedback from those they have negotiated with, and from observations made by the Trainer. This format works exceptionally well, and participants find it an enjoyable & challenging environment in which to develop and enhance their negotiating skills.

DAY 1

- The Basic Skills Of Negotiation
- What Is 'Advanced Negotiation'?
- The Five Outcomes Of Negotiation
- Negotiating Styles
- The Climate For Negotiations
- Planning To Perfection
- The Elements Of A Negotiation Plan
- How To Identify The Key Goals
- Can You Identify The B.A.T.N.A. (Best Alternative To A Negotiated Agreement)?
- B.A.T.N.A. 'Rules' In Negotiation

DAY 2

- The Role Of The Z.O.P.A. (Zone Of Potential Agreement)
- How To Expand The Z.O.P.A.
- Deadlock & How To Overcome It
- Your Style In Conflict Situations
- Rights, Power & Interest In Your Negotiations
- Dealing With Difficult People
- Some Tactics Of Top Negotiators
- Dirty Tricks & How To Handle Them

What You Will Gain

- The opportunity to improve your planning and objective setting
- The ability to better assess the other party's needs and try to obtain 'Win:Win' outcomes
- An understanding of why deadlock occurs, and how to get around it.
- The opportunity to practice, using the tools provided, in realistic negotiation exercises that will help you understand their effectiveness
- A development plan that identifies future objectives for you to improve your negotiation outcomes

Registration and Further Information

(Please complete this form and send us back via fax or email)



PERSONAL DETAILS

Please print clearly or attach business card:

1) **Name :** _____

Position: _____

Email: _____

2) **Name :** _____

Position: _____

Email: _____

3) **Name :** _____

Position: _____

Email: _____

Company: _____

Department: _____

Address _____

Postcode: _____ Country: _____

Tel : _____ Fax : _____

Nature of Business _____

Company Size: 1-9 10-24 25-49 50-99

100-249 250-499 500-999 1000+

SPONSOR

We wish to register this delegate for the course indicated above. We undertake to pay for the period of the program (please print clearly)

Name: _____

Position: _____

Signature: _____ Date: _____

REGISTRATION COURSE FEES

ADVANCED NEGOTIATION SKILLS

- **US\$ 1,450 per delegate**

I would like information on holding this program in house

We can bring this course in house directly to your workplace!

Customized Training Programs

The in-house training of Advanced Studies and Training Center

Tel: +971 4 221 1141; Email: info@astcdubai.com

DISCLAIMER

ASTC reserves the right to change or cancel any part of its published programs or teaching facility due to unforeseen circumstances

HOTEL BOOKING

If you required assistance with booking accommodation for one of our courses, please contact our staff on the following numbers:

Tel: +971-4-2211141. Fax: +971-4-2211848 or Email us on info@astcdubai.com

TRAINING COURSE

ADVANCED NEGOTIATION SKILLS

July 12 - 13, 2017

In order to guarantee a place on the course delegates are kindly requested to register at least 4 weeks in advance

METHOD OF PAYMENT

- 1. Please find enclosed a cheque for US\$ _____ made payable to **Advanced Studies and Training Centre**
- 2. Transfer : Commercial Bank of Dubai
Branch: Mankhool Street | **Account Number** 10001255334
Routing Number: 502320103 | **Swift Code:** CBD – UAE. AD
- 3. Please invoice my institution.
An invoice will be sent to the mentioned institution on receipt of registration form. Please fill out the sponsor's details below.

CREDIT CARD:

Please Charge my : (Card Type)

Master Card Visa Card

Card Holder Name _____

Card Number _____

Expiry Date _____ Security Code No. _____

Amount to be Charge _____

Tel. _____ Mob. _____

Card Holder Signature: _____ Date: _____

SAVE MONEY! DISCOUNTS AND PROMOTIONS!

- Register one month in advance and received up 10% discount.
 - Group of 3 more delegates from the same organization receive a 10% discount
- OR**
- FREE Attendance for 5th delegate from the same organization

TRAINING REGISTRATION DETAILS

TERM & CONDITIONS:

1. Fees Include all the tuition, full course documentation, lunches and refreshments for the duration of the program.
2. Incidental expenses: ASTC in NOT responsible for covering airfare or other travel costs incurred by delegates. Delegates will be responsible for their own accommodations.
3. PLEASE NOTE that ASTC reserves the right to refuse admission to the training if proof of payment has not been received prior to the start of the program.
4. An invoice will be sent upon receipt of the registration form. Payment must be received in full 2 weeks prior to the course start
5. **CANCELLATION POLICY**
 - a) A full refund less on administration fee of US\$ 100 will be given for cancellation requests received up to 45 working days prior the event. Cancellation must be made in writing (letter or fax) and reach this office before the 45 days deadline.
 - b) Delegates who cancel than 45 working days before the event, or who don't attend are liable to pay the full course fee and no refunds can be given. However, if you wish to attend the next course, and you have paid your course fee in full, you will only be invoiced for 25% of that course fee. Please note that the next course must take place within the next 6 months of the initial application. Of course, a replacement is always welcome.

I understand and accept the booking Term & Conditions

Signature _____ Date _____

5 Easy Ways to Register & Obtain Further Information

1 Tel : + 971 4 221 1141

2 Fax : + 971 4 221 1848

3 P. O. Box: 6878, Dubai, UAE

4 Website : www.astcdubai.com

5 Email : info@astcdubai.com