

Influencing & Negotiation Skills Workshop

MEDIUM : Cantonese / English

COURSE CODE : INSW

DURATION : 1 Day

FEE : HK\$3,480

EARLY BIRD : HK\$3,180

21 September, 2017 (Thu)

All businesses, not matter large or small are engaged in negotiation activities every day. There are needs for these enterprises to create competitive advantages and negotiation and influencing are amongst the most critical skills in fulfilling such requirements. In fact, all executives in sales, marketing as well as other functional departments should be able to cope with different kinds of negotiation strategically so that they can provide better service and creative ideas to serve their customers.

This workshop aims at providing a comprehensive framework of how one can negotiate and influencing others effectively.

Objectives

Upon completion of the workshop, the participants will be able to:

1. Understand the nature of win-win negotiation
2. Learn how we should prepare for a negotiation strategically
3. Appreciate the importance of influencing
4. Influence others effectively
5. Appreciate different strategies in negotiations
6. Discover ways to improve your advantage during negotiation
7. Know how to handle deadlocks in negotiations
8. Use the appropriate the tactics required to achieve our negotiation objectives
9. Apply these skills at work place

Course Outline

Sessions

Learning Focus

Mode

1. The Nature of Successful Negotiation

- Preparation before negotiating
 - Win-win nature of negotiation
 - Traits of good negotiators
 - The power of influencing
 - Differences between the East and West in negotiation
 - The ice-breaking tactics
 - Handling a negotiation scenario

- Understand the win-win nature of negotiation
- What makes a good negotiator

Mini-lecture, Exercise, Group Practices

2. Identification of Negotiation Strategy

- Preparing before a negotiation
 - Importance of preparation before negotiation
 - Acquiring market intelligence
 - Understanding concepts of ideal objective and bottom-line
 - Concept of BATNA
 - Use of SWOT analysis
 - Use of questioning techniques to understand the counterpart

- Preparation before a negotiation
- How to apply questioning techniques to interact with counterpart

Mini-lecture, Exercise, Group Discussions

3. The art of influencing others and tactics on negotiation

- The art of influencing others
 - Why influencing skill is critical when negotiating with others
 - The Circle of Influence
 - Influencing through relationship and respect
 - WIIFM principle
- How to formulate negotiating strategies and tactics
 - Test: Personal negotiation styles
 - The Negotiation Strategy Matrix
 - Identify shared interest for both parties
 - Opening Tactics
 - Creating negotiation stakes

- How to influencing others
- Identifying different negotiation styles
- Managing opening tactics

Mini-lecture, Game, Practice, Group Discussions

4. Coping with Deadlocks and Making Deals

- How to negotiate in deadlocks
 - Managing deadlocks during negotiations
 - Influencing through creating options
 - Tactics of making concessions
 - The art of making a deal
 - Negotiation in teams

- Understand how to cope with deadlocks
- Acquire skills in making concessions

Mini-lecture, Practice, Group Discussions

5. Final Consolidation

- Consolidate learning focuses into business applications

COURSE ARRANGEMENTS

Week	Course Date	Course Title	Course Code	Duration (Days)	Fees* (HK\$)	Enroll before these dates to Enjoy our Early Bird Rates	Cancellation Deadline	Medium of Instruction
September 2017								
3	Sep-21	Influencing and Negotiation Skills Workshop	INSW	1	HK\$3,480	HK\$3,180 Aug 25, 2017	Aug 30, 2017	C/E
4	Sep-25	Coaching and Feedback Skills	NEW CFSW	1	HK\$3,480	HK\$3,180 Sep 1, 2017	Sep 6, 2017	C/E
	Sep-26	Managing your Time and Priorities	MYTP	1	HK\$3,480	HK\$3,180 Sep 1, 2017	Sep 6, 2017	C/E
	Sep-27	Problem Solving and Decision Making	PSDM	1	HK\$3,480	HK\$3,180 Sep 1, 2017	Sep 6, 2017	C/E
	Sep-29	Persuasive Presentation Skills Workshop	PPSW	1	HK\$3,480	HK\$3,180 Sep 1, 2017	Sep 6, 2017	C/E
October 2017								
2	Oct-11	Towards a High Performance Team	NEW THPT	1	HK\$3,480	HK\$3,180 Sep 15, 2017	Sep 20, 2017	C/E
	Oct-12	Influencing Others without Formal Authority	IFSW	1	HK\$3,480	HK\$3,180 Sep 15, 2017	Sep 20, 2017	C/E
3	Oct 17-18	Project Management Workshop	PMW	2	HK\$6,480	HK\$5,980 Sep 22, 2017	Sep 27, 2017	C/E
	Oct-19	Business Etiquette Workshop	NEW BEW	1	HK\$3,480	HK\$3,180 Sep 22, 2017	Sep 27, 2017	C
4	Oct-24	Effective Business and Email Writing	NEW EBEW	1	HK\$3,480	HK\$3,180 Sep 29, 2017	Oct 4, 2017	C/E
	Oct-25	Managing Conflict and Disagreement	MCD	1	HK\$3,480	HK\$3,180 Sep 29, 2017	Oct 4, 2017	C/E
	Oct-26	21st Century Sun Tzu Leadership	Updated ST-L	1	HK\$3,480	HK\$3,180 Sep 29, 2017	Oct 4, 2017	C/E

C = Cantonese, E = English

TIME: 9:00 am - 5:00 pm daily **VENUE:** Regal Hongkong Hotel, Causeway Bay, HK.

* Fees include refreshments and buffet lunch

PAYMENT AND CONFIRMATION:

- Seminar fees cover full set of course materials, lunch and refreshments. Seminar fees are payable in advance.
- For enrolment by email, please provide all information per the standard Enrolment Form on this page.
- For enrolment by fax, mail or email, CEL will issue an acknowledgement fax or email to the Authorized Person the next day from receipt of the enrolment.
- Enrolments received by fax, mail or email on or before early bird deadline will be entitled to the early bird rate.
- Joining instructions for confirmed registrations will be sent to the Authorized Person about 2 weeks before the seminar.

CANCELLATION AND SUBSTITUTION POLICY:

- There is no cancellation charge for cancellations made on or before the cancellation Deadline.
- Registrant(s) who fail to attend, or who cancel(s) after the cancellation deadline(s) are liable for the entire fee.
- All cancellations should be notified in writing.
- Enrolments received AFTER the cancellation deadline are subject to the same cancellation deadline.
- Registrants may send substitutions in their place anytime. However, substitutions are not allowed once a seminar has commenced.

ATTENDANCE CERTIFICATE:

A Certificate of Completion will be given to each delegate who have attended more than 70% of the enrolled course(s).

CORPORATE DISCOUNT SCHEME & QUANTITY DISCOUNTS:

Please visit our Website at www.celhk.com or telephone Ms Mak at 2838 1182 to inquire the above.

Communications Engineering Ltd. reserves the right to vary the course programmes or arrangement if this proves necessary.

ENROLMENT FORM

Name	Job Title	Tel No	Mobile No	Course Code
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____

Company Name :

Address :

Contact Person : (Mr / Ms) **Job Title :**

Direct Line : **Email Address :**

Mobile : **Fax :**

Authorized Person : (Mr/Ms)

Job Title : **Direct Line :**

Signature : **Date :**

Cheque enclosed for HK\$

Please note seminar fees are payable in advance

Made payable to **Communications Engineering Ltd.**

Please tick (✓) if you require a receipt



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Call Miss Mak at:
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