Projacs
an egis company
بروجاكس للتدريب والتطوير
Projacs Training and Development

Strategic Leader – Planning, Negotiation & Conflict Management

القائد الاستراتيجي – التخطيط، التفاوض وإدارة النزاعات

29 June – 03 July 2020

Baku / Azerbaijan

A Member of:
PROJACS ACADEMY

ProjacsAcademy.com

Introduction

This training mainly offers significant information about planning, organizing, negotiation and managing conflict. It will highlight the principles, techniques and methodologies pertaining to all these areas and the main issues and challenges faced to achieve the company's business goals. Beside that, the training will address the general competencies embedded in each theme to leverage participants' knowledge and skills. In addition, some tips and advice will be shared with participants on how to plan, negotiate and manage conflict wisely in the work place in order to better perform their jobs and assume their professional responsibilities from the operational and strategic perspectives.

Objectives

- Develop people perception about the concept of planning and negotiations.
- Highlight the benefits and strategies to be used in negotiations to better reach agreements.
- Increase people understanding about the best practice negotiation styles and techniques.
- Share best practice and real world examples related to the afore-mentioned program.

Who Should Attend?

This program will be animated by a certified trainer and qualified expert in the field of Management and HR Consultancy Services. We expect the target audience to represent the middle management and supervisory levels in the companies. However, any person who is highly interested to attend this workshop is most welcome to join us in this program.

Course Outline

Day One

Concept of Planning

- Defining the concept of planning and all underlying factors.
- Describing the value and benefits of planning in organizations at different levels.
- Discussing how to allocate resources in order to achieve the strategic goals.
- Highlighting the importance of planning and organizing in the companies.
- Identifying special issues and challenges faced in planning and setting goals.
- Providing some tips on how to effectively plan and better accomplish the business results.

Day Two

General Background about Negotiations

- Defining negotiation from a general context.
- Identifying the core characteristics of negotiation skills.
- Highlighting the value and benefits of effective negotiations.
- Discussing the sources of conflict and disagreements.
- Highlighting the common features of negotiation and types of negotiators.
- Transforming obstacles into negotiating opportunities.

Day Three

The Different Negotiation Styles and Techniques

- Improving your perception, attitude and behavior to ensure win-win situation.
- Using effective communication in negotiation skills (word, voice, body language, etc).
- Displaying the various types of negotiations and styles of negotiators.
- Discussing the different people personalities and characteristics.
- Highlighting the main principles and basic steps used in negotiation process.
- Understanding the major differences between negotiation and communication.

Day Four

Ensuring Work Coordination and Managing Conflict

- Introducing the concept of conflict and all underlying factors from positive/negative points.
- Explaining the various sources, impacts and effects resulting from work pressure.
- Highlighting the major issues faced at work and how to effectively manage conflict.
- Suggesting some preventive/reactive measures to deal with conflict and manage stress.
- Promoting a favorable environment conducive to higher productivity/outcomes.
- Sharing some tips and advice on how to ensure effective conflict management.

Day Five

Presentations & Feedback

- Delivering short presentations and highlighting the short and long term goals.
- Setting personal development plan and identifying the means to ensure better results.
- Mapping the course and summarizing all key words related to this special program.
- Providing some useful guidelines on how to better plan and negotiate business deals.
- Giving and receiving feedback about the training program.

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*

- **4,500USD**
  **VAT is Excluded If Applicable*

مقدمة

هذا التدريب يوفرمعلومات هامة وأساسيه عن التخطيط والتنظيم والتفاوض وإدارة الصراع داخل المؤسسات. وسوف يسلط الضوء على المبادئ والتقنيات والمنهجيات المتعلقة بجميع هذه المجالات والقضايا والتحديات الرئيسية التي تواجهها لتحقيق أهداف أعمال الشركة. الى جانب ذلك، فإن التدريب يوجه الكفاءات العامة في كل موضوع للاستفادة من المعارف والمهارات المشاركين. وبالإضافة إلى ذلك، سيتم تقاسم بعض النصائح والمشورة مع المشاركين على كيفية التخطيط، والتفاوض وإدارة الصراع بحكمة في مكان العمل من أجل أداء أفضل لظائفهم وتحمل مسؤولياتهم المهنية من منظور التشغيلية والاستراتيجية.

الاهداف

- تطوير كيفيه تصور الناس حول مفهوم التخطيط والمفاوضات.
- تسليط الضوء على الفوائد والاستراتيجيات التي ستستخدم في المفاوضات لاتفاقيات أفضل.
- زيادة فهم الناس حول أفضل أساليب وتقنيات التفاوض .
- مشاركة أفضل الممارسات واستعراض أمثلة حقيقيه وعمليه متعلقة ببرنامج المذكورون.

الحضور

سيتم مناوله هذا البرنامج من قبل مدرب معتمد وخبير مؤهل في مجال الإدارة والخدمات الاستشارية للموارد البشرية. نتوقع أن الجمهور المستهدف يتمثل الإدارة الوسطى والإشرافية على كافة المستويات في الشركات. ومع ذلك، فإن أي شخص مهتم للغاية لحضور هذه الورشة هو موضع ترحيب للانضمام إلينا في هذا البرنامج.