



an eegis company

بروجاكس للتدريب والتطوير  
Projacs Training and Development

# PROJACS Program on Negotiation

برنامج بروجاكس  
لتقنيات وأسرار التفاوض الفعال وتحقيق الأهداف

28 December 2020 – 01 January 2021

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\*

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

## المقدمة

هذه الورشة تقدم تدريباً مكثفاً حول مهارات التفاوض الفعال بما في ذلك تقنيات وأدوات مختلفة للقرن 21

## 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