Asia Masters Center

Advanced Negotiation Management Skills

Asia Masters Centre (AMC), Suite 2 B, level 6, Office Block, Grand Millennium Hotel, Bukit Bintang Street,
55100 Kuala Lumpur, Malaysia. | Tel: +60327326992|Mobile: +601 8909 0379 | Fax: +60327326992
Website: http://www.asiamasters.org/ | Email: info@asia-masters.com

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Advanced Negotiation Management Skills

Course Objective

- Have a deep understanding of the key analysis of the negotiation process and how to influence others to get more of what you need and want
- Have developed a range of highly effective negotiating skills and strategies that can be used in a range of situation
- Be able to effectively analyze, plan and prepare for every negotiation
- Understand the benefits of controlling and reading body language when influencing others
- Have become a more effective and confident negotiator
- Have enhanced an essential operational, management and leadership skill that will increase your performance on a daily basis
- Apply financial analysis techniques to improve investment decision-making

Target Audience

- managers
- senior buyers
- project managers, civil engineers
- construction managers

- contractors, sub-contractors
- site engineers, senior management
- government agencies
- architects, construction professionals
- anyone responsible for purchasing at a senior level who seeks to enhance their skills further.
- Purchasing and supply chain managers Project managers.

Course Outline

Introduction to Negotiation – The Starting Point for Improvement

- Thinking outside the box
- Positivity & Negativity and its affect on negotiation
- Acquiring a positive attitude to the negotiation process
- Proposal format – simple, focused & logical
- Placing yourself above the competition with your proposal
- The psychology the negotiation – Knowing your opponents driving force
- The feel-good factor
- Questioning & listening techniques

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Understanding Behavioural Style to Negotiate Better

- Knowing and understanding your own behavioural style – keys to how you negotiate
- Negotiation Style Assessment
- Approaches to negotiation
- The 'win:win' and why it is misunderstood
- The two distinct approaches to negotiation
- Communication style and the negotiation process
- Adapting to different communication styles
- Negotiation and ethics

Developing a Strategic Approach to Negotiation

- A strategic approach to negotiation – Distributive negotiation strategies
- BATNA, Zone of Possible Agreement
- Openings, anchors, offers and counter offers
- A strategic approach to negotiation – Integrative negotiation strategies
- Sharing information, diagnostic questions & unbundling issues
- Package deals, multiple offers and post-settlement settlements
- Knowing and maintaining your sources of negotiation power
- Sales negotiation behaviour – a practical approach

Interests, Planning and Understanding Body Language

- Wants and needs – the importance of identifying needs
- Emotional intelligence and its role in negotiation
- The importance of body language and non-verbal behaviour
- What is body language and how do we accurately read it?
- Understanding thoughts from body language
- How to use your own body language to negotiate more effectively
- Resolving disputes – learning to mediate to create better deals
- Techniques of the mediator – practical mediation skills to help resolve disputes

Negotiating with Different Nationalities and Cultures

- Face to face negotiation – dealing with different cultures
- British & American
- Japanese & Chinese
- French & German
- Advice for cross cultural negotiators
- International team negotiation exercise
- Putting negotiation techniques into practice – putting a deal together
- Summary session and questio
- The design of financial models for forecasting and decision-making

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- we give the participant training bag includes all the necessary tools for the course.
- Working within groups to achieve the best results.
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- We can assist you in booking hotels at discounted prices if you wish to book through us.
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The Cost Of The Training Program Includes The Following:

1) Scientific article on flash memory.
2) Training Room.
3) Training.
4) Coffee break.
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Price (USD)
Communicate with the training department to know the participation fees ➢ There are offers and discounts for groups
The details of the bank account
Bank name: CIMB Bank Berhad Account name: Asia Masters Center SDN. BHD Bank account number: 80-0733590-5 Swift code: CIBBMYKL IBAN: Null

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