



ESSENTIAL NEGOTIATION SKILLS

Facilitated by Nabil Kalu

Overview

Negotiation is seen as a process that can profoundly affect all human relationships and produce lasting benefits for all participants. A successful negotiation is the one that mutually benefits all parties involved. Contrary to common belief, all techniques that bring a negotiation to a successful conclusion can be learned and put into practice by everyone from a novice to the most experienced negotiator.

This program will explore a variety of key concepts with examples that will help managers in organizing their thoughts and analyzing their action alternatives when dealing with negotiation situations. The key is to make appropriate tradeoffs in the given set of circumstances.

AFTER THIS WORKSHOP, YOU WILL:

- Learn how to lay the groundwork for negotiation
- Improve relationships with colleagues and internal customers
- Negotiate better deals and contracts with third parties and external customers
- Adjust your negotiation style for different situations
- Manage verbal and non-verbal communication in negotiations
- Create a win-win situation
- Use the negotiating process to solve everyday problems

WHO MUST ATTEND?

The program is ideal for individuals in an organization co-ordinating with different departments internally as well as co-ordinating with external partners and vendors.

Program Outline

BASIC CONCEPTS OF NEGOTIATION

Understanding the Negotiation

- Explanations about the 2 broad categories of Negotiations

Outcomes of Negotiation

- 4 major outcomes and the effect on relationship

Real Life Reflection

- Identifying the instances of Daily life where we are negotiating

4-Core Principle of Negotiations

- BATNA: Best alternative to Negotiated Agreements
- ZOPA: Zone of Possible Agreements
- Wants Versus Needs
- Empathy

When does the negotiation gets influenced

- Understanding why you get influenced and getting prepared for these situations

PHASES OF NEGOTIATIONS & PREPARATION:

Pre Negotiation, During Negotiation, Post Negotiation.

- Establishing the 3 phases of Negotiation and preparation as per the phase.

5 Steps of Successful Negotiation

- Assess
- Prepare
- Ask
- Package
- Adopt a powerful Mind set

Negotiation Tactics

- 7 tactics to deal in different situation

Breaking the Impasse

- How to over come the dead locks

Communication Mediums

- Understanding the communication mediums and the selecting the right medium
- Impact of Mediums of the Negotiations

PROGRAM INVESTMENT

PKR 15,500/- + sales tax

per participant

(PST Lahore 16% or SST Karachi 13%)

- Register 4 delegates and 5th delegate attends for **FREE**
- The program fee covers program facilitation, course materials, refreshments, lunch and certificate of participation

CONTACT US

For registration and queries regarding “**Essential Negotiation Skills**” program, contact:

Suniya Zafar

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BRING **ESSENTIAL NEGOTIATION SKILLS** IN-HOUSE

Contact **Shama Zindani** at shama.z@learningmindsgroup.com or 0332-3324540

COURSE FACILITATOR

NABIL KALU

Senior Consultant and Trainer



Nabil is a Trainer & Senior Consultant at Learning Minds Group. He is a Certified Trainer for Business Edge Program by World Bank IFC and is also rigorously trained by Sohail Zindani's Train the Trainer Bootcamp.

Having a Decade of Management Experience, he fulfills the role of being a coach & leads the team in different aspects, be it sales, communication, presenting, or reporting.

Nabil is a dynamic, experienced, and versatile trainer. He brings a blend of energy, creativity, imagination, and humility to his trainings. He is a dedicated and well-versed facilitator who inspires positive results in a practical manner with clients.

He has the ability to engage and interact with his audience on a personal level. He tends to create an individual connection with each participant and discuss their progress with them and provide guidance. Nabil makes an extra effort to be connected with the participants even after the training to see the impact created and what he can do to help them excel further.

His academic background in Engineering and Business Administration gives him a solid edge in terms of understanding clients' business challenges and grass root operation with precision and clarity.

AREAS OF EXPERTISE

- Essential Managerial Skills
- Selling Skills
- Negotiation Skills
- Business Communication Skills
- Relationship Management Program

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