



LIKE A PRO SERIES:
NEGOTIATE LIKE A PRO

19 - 20 JUNE 2023

OVERVIEW

The 'Like a Pro' Series is a series of workshops catered to improve your overall professional skills in writing, selling, presenting, and negotiating. Each workshop is tailored to develop your professional skills and will allow you to be more effective in your communication with a boost of confidence that every professional needs.

Negotiation is essential in the business world to gain mutual benefits by managing various interests and variables. The ability to negotiate effectively allows one to attain a competitive edge by directing expectations and objectives deliberately. This workshop will equip you with the essentials to negotiate like a pro!

Workshops included in the 'Like a Pro' Series are:

- Write Like a Pro [29 - 30 May 2023]
- Present Like a Pro [5 - 6 June 2023]
- Negotiate Like a Pro [19 - 20 June 2023]
- Sell Like a Pro [4-5 October 2023]



OBJECTIVES



UNDERSTAND

the different types of negotiation and the audience to gain shared interests in negotiation;



LEARN

the fundamentals for managing negotiations and how to say no with positivity;



MASTER

fundamentals for managing negotiations competently with clear objectives and targeted outcomes;



APPLY

rhetoric to influence logical and emotional process; and



ANALYSE

other people's viewpoints and perspectives;



IDENTIFY

various stages and principles of negotiation.

METHODOLOGY



Face-to-face training

This programme will include face to face lecture, individual sharing, and group-based presentation and activities.

PROGRAMME DETAILS

Date	Time
19 - 20 June 2023	8:30 am – 12:00 pm 1:30 pm – 5:00 pm

***Time/date is subject to change
Please refer to www.bilif.com.bn for the latest updates***

WHO IS THIS PROGRAMME FOR?

This programme is suitable for individuals that are looking to enhance their negotiation skills in order to achieve business success and build better relationships.

PROGRAMME OUTLINE

Modules	
<u>Fundamentals of Negotiation</u> <ul style="list-style-type: none">• Types and Phases of Negotiation• Establishing Common Ground• Establishing Priority and Parameter	<u>Analysing Audience and Rhetoric</u> <ul style="list-style-type: none">• Ethos, Logos and Pathos
<u>Positive Language</u> <ul style="list-style-type: none">• Saying 'No' with positivity	<u>Bargaining Techniques</u>
<u>Identifying Negotiation</u> <ul style="list-style-type: none">• Exploring own's and counterpart's shared interests, BATNA, WATNA, WAP, ZOPA	<u>Finalising Negotiation</u> <ul style="list-style-type: none">• Closing the deal• Consensus and Agreement

PROGRAMME LEADER

STUART LEE

Stuart Lee is the Principal Trainer of Articulation Sdn Bhd and is an HRDF-certified trainer with over 18 years of experience in the field of communications. He graduated with Master of Arts in Language and Communication and has conducted over hundreds of communication training with thousands of participants from government ministries, multinational companies, local corporations, companies and SMEs in Brunei Darussalam and Malaysia.

He is also a certified trainer of Getting Things Done (GTD) and a certified practitioner of Neuro-Linguistic Programming (NLP).

In brief and specific relevance, Stuart Lee conducts the Business Writing Skills course (and its variant) for BILIF and several GLCs in Brunei Darussalam.

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■ 19 - 20 June 2023



To apply for the programme, please email your completed form to askseed@bilif.com.bn by 19 May 2023

CATEGORIES	STAKEHOLDERS	NON-STAKEHOLDERS
FEE	<input type="checkbox"/> \$700.00 (20% SBS)	<input type="checkbox"/> \$800.00

By completing and signing this form, you hereby agree to the terms and conditions below:

Full Name:	<input type="text"/>	IC Number:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>

Full Name:	<input type="text"/>	IC Number:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>

Full Name:	<input type="text"/>	IC Number:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>
E-mail:	<input type="text"/>	Phone:	<input type="text"/>

APPROVING OFFICER

Name:	<input type="text"/>	Email:	<input type="text"/>
Position:	<input type="text"/>	Department:	<input type="text"/>

Please email the invoice to:

Signature and Company's Stamp

Terms and conditions:

Cancellation Policy:

- All cancellation must be submitted to BILIF in writing either by letter or email.
- Any cancellation received 30 days or more prior to the training date will incur a cancellation fee of 10% of the programme fee.
- Cancellation received 8 - 14 days to the training date will incur a cancellation fee of 50% of the programme fee.
- Cancellation of registrations received 7 days or less from the date of training or if the delegate fails to attend the training, he/she will be considered as 'no show' and is subjected to 100% of the programme fee.
- BILIF welcomes and accepts replacement of participants a day before the training commences.

Other terms:

- Participants must complete all scheduled sessions and activities for them to receive the certificate of attendance/ completion.
- Payment must be made upon receipt of invoice issued by BILIF.
- BILIF reserves the right to amend, change or cancel the programme at any given time. We will immediately notify participants and organisations if any such changes are to be made.

ABOUT BRUNEI INSTITUTE OF LEADERSHIP AND ISLAMIC FINANCE

Brunei Institute of Leadership & Islamic Finance (BILIF) was established in 2010 as the Centre of Excellence for the finance industry in Brunei Darussalam, providing high-quality learning solutions, including signature and collaborative events for human capacity development in the areas of Islamic finance and leadership. Under the purview of Brunei Darussalam Central Bank (BDCB), BILIF plays a fundamental role in Pillar 5 of Brunei Darussalam Financial Sector Blueprint 2016-2025 in raising financial industry standards especially in the areas of Islamic finance. All of our programmes are accredited by Brunei Darussalam National Accreditation Council as Value Added Qualifications. Appointed by BDCB, BILIF is the official licensing examination centre for Financial Planning Practitioners' Programme (FPPP) and Qualifying Examination for Insurance/Takaful Agents (QEFITA). BILIF is also the official examination centre for all examinations under Chartered Institute for Securities & Investment (CISI), UK; Chartered Bankers Institute (CBI), UK; International Compliance Association (ICA) and The Accounting and Auditing Organization for Islamic Financial Institutions (AAOIFI), Bahrain.

Over the past 10 years, BILIF has forged strategic partnerships with local and international organisations enabling us to bring professional programmes, expertise and opportunities to shape future leaders, experts and innovators in the areas of Islamic finance and leadership. More recently, BILIF has also established partnerships with Bahrain Institute of Banking and Finance (BIBF) and The London Institute of Banking & Finance (LIBF), both with the objective of bringing more quality learning opportunities for our participants in the areas of banking and finance. BILIF has been honoured with multiple international awards and accolades: The "Best Emerging Islamic Finance Training Institution – Brunei 2021" from the International Finance Awards 2022, "Best Islamic Finance Education & Training Brunei 2021" from the Global Banking & Finance Awards®, "Global Good Governance (3G) Human Resource Development Award 2022" received at the 7th Annual 3G Awards Ceremony and GIFA Excellence Award (Islamic Finance Training & Education) in 2022; The GIFA Excellence Award (Islamic Finance Training and Education) 2021 at the 11th Global Islamic Finance Awards (GIFA), the Award for "Contribution to Organisation" at the Asia HRD Awards in 2021; and the GIFA Excellence Award (Islamic Finance Training and Education) in 2019.

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Events

687

Programmes
and Examinations

15,300+

Participants

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for any enquiries

askSEED@bilif.com.bn

*Alternatively, you can also WhatsApp us at
+673 8271140 to learn more about our offerings*