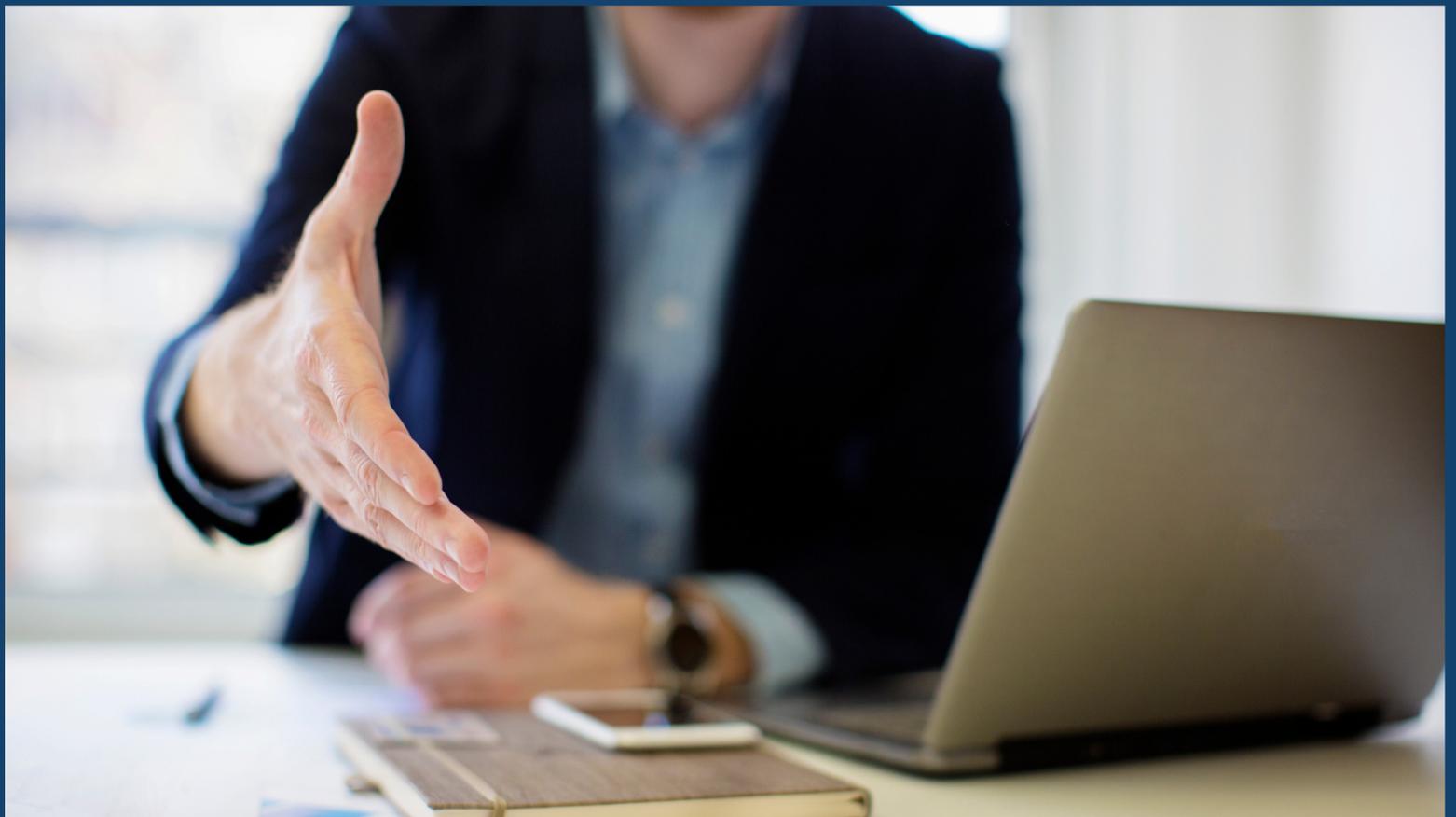




LIKE A PRO SERIES:
NEGOTIATE LIKE A PRO
14 - 15 November 2022



Programme Overview

The 'Like a Pro' Series is a series of workshops catered to elevate 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.

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

- Write Like a Pro
- Sell Like a Pro
- Present Like a Pro
- Negotiate Like a Pro

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!

Programme Objectives

By the end of this programme, participants will be able to:

- Understand the different types of negotiation;
- Identify various stages of negotiation;
- Utilise multiple principles of negotiation;
- Analyse other people viewpoints and perspectives;
- Say no with positivity;
- Apply rhetoric to influence logical and emotional process;
- Analyse the audience to gain shared interests in negotiation;
- Prepare fundamentals for managing negotiations; and
- Negotiate competently with clear objectives and targeted outcomes.

Programme Outline

Throughout the programme, participants are expected to understand the importance of:

- Different stages and outcomes of negotiation
- Audience analysis
- Communicating in Positive Language
- Various techniques in negotiation
- The fundamentals of shared interests
- Preparing BATNA, WATNA, ZOPA and WAP

Modules	Brief Description
<u>Fundamentals of Negotiation</u> <ul style="list-style-type: none">• Types and Phases of Negotiation• Establishing Common Ground• Establishing Priority and Parameter	Participants will learn how to prepare before stepping into a negotiation. This will help to establish rapport and a positive professional relationship with their counterparts.
<u>Positive Language</u> <ul style="list-style-type: none">• Saying 'No' with positivity	Most negotiations will face impasse or differing expectations. This module help participants to communicate in a positive tone even though things are decidedly unfavorable.
<u>Identifying Negotiation</u> <ul style="list-style-type: none">• Exploring own's and counterpart's shared interests, BATNA, WATNA, WAP, ZOPA	Participants will explore the baselines and expectations of negotiation from the perspective of their organisation and their counterparts. This is imperative to empower participants during any negotiation.

Modules	Brief Description
<u>Analysing Audience and Rhetoric</u> <ul style="list-style-type: none"> Ethos, Logos and Pathos 	Participants will use the art of persuasion through credibility and appeal to logic and emotion on the right audience.
<u>Bargaining Techniques</u>	Participants will learn the best techniques during negotiation. This will include vocal technique and suitable body language.
<u>Finalising Negotiation</u> <ul style="list-style-type: none"> Closing the deal Consensus and Agreement 	Participants will learn how to close a deal and differentiate between consensus and agreement. They will learn the nitty-gritty of finalising a negotiation.

Programme Delivery

Date	Time
14 - 15 November 2022	8:30 AM to 12:00 PM 1:30 PM to 5:00 PM

Who Should Attend

- Managers
- Supervisors
- Executives
- Middle Officers

Methodology

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

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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14 - 15 November 2022

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PROGRAMME	STAKEHOLDER	NON-STAKEHOLDER
LIKE A PRO SERIES: NEGOTIATE LIKE A PRO	<input type="checkbox"/> \$700.00 (20% SBS)	<input type="checkbox"/> \$800.00
LIKE A PRO SERIES*	<input type="checkbox"/> \$2,600.00	<input type="checkbox"/> \$2,970.00

*Note: Like a Pro Series consists of Write like a Pro, Sells like a Pro, Present like a Pro and Negotiate like a Pro.

Dates for	Present like a Pro 5 - 6 October 2022	Sell like a Pro 18 - 19 October 2022
Like a Pro Series:	Negotiate like a Pro 14 - 15 November 2022	Write like a Pro 16 - 17 November 2022

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.

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

Name:		IC Number:	
Position:		Department:	
Email:		Phone:	
Name:		IC Number:	
Position:		Department:	
Email:		Phone:	
Name:		IC Number:	
Position:		Department:	
Email:		Phone:	

APPROVING OFFICER

Name:		Email:	
Position:		Department:	

Signature and Company's Stamp