



TM329: Negotiation Skills for the Petroleum Industry

Training Description:

This training course helps you to develop strong interpersonal skills in the art and science of negotiation. You will learn to apply these skills to complex organizational issues and individual needs. The training course includes a Negotiating Style Profile self-assessment to determine your preferred negotiation style(s). Various tools and techniques are used to negotiate differences and disagreements to produce positive results. A group workshop conducting a collaborative negotiation, allows participants to engage in, comment on, and improve their competencies in negotiation skills.

Training Objectives:

By the end of the training, participants will be able to:

- ✓ Follow a step-by-step method to the structure, techniques, and approaches available to positively influence an effective negotiation
- ✓ Adapt negotiation at each stage of the negotiation
- ✓ Leverage the power of Best Alternative to a Negotiated Agreement (BATNA), Worst Alternative To a Negotiated Agreement (WATNA), Zone of Possible Agreement (ZOPA), and Walk Away Price (WAP)
- ✓ Modify your communication style to achieve desired results
- ✓ Respond to tough negotiators
- ✓ Select a strategy for your negotiation
- ✓ Use the Agree, Bargain, Control or Delay (ABCD) method
- ✓ Practice your negotiation skills in real world practice sessions
- ✓ Apply what you've learned to plan a negotiation back on the job using the Strengths, Weaknesses, Opportunities, and Threats (SWOT) model

Training Designed for:

This course is intended for Petroleum industry personnel who are responsible for negotiating the best possible terms of an agreement in public and private sectors and those negotiating resources and deliverables in projects and programs.

Training Requirement:

"Hand's on practical sessions, equipment and software will be applied during the course if required and as per the client's request."

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client's learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

FIVE DAYS:

- ❖ Learn a step-by-step method to the structure, techniques, and approaches available to positively influence an effective negotiation
- ❖ Know what behavior to adapt at each stage of the negotiation

- ❖ Leverage the power of Best Alternative to a Negotiated Agreement (BATNA), Worst Alternative to a Negotiated Agreement (WATNA), and Walk Away Price (WAP)
- ❖ Adjust your communication style to achieve desired results
- ❖ Deal with tough negotiators
- ❖ Craft a strategy for your negotiation
- ❖ Use the Agree, Bargain, Control or Delay (ABCD) method
- ❖ Practice your negotiation skills in real world activities
- ❖ Apply what you've learned to plan a negotiation back on the job
- ❖ Course Conclusion
- ❖ POST-ASSESSMENT and EVALUATION

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

TBA as per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:

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