

The Institute
of Bankers
Pakistan



EFFECTIVE NEGOTIATION SKILLS

DATE: May 22, 2017

FEE: PKR 8,500/- per participant

VENUE: Hotel Shalimar, Rawalpindi

TIMINGS: 9:00 am to 5:00 pm

5%
DISCOUNT
on 3-5 nominations

10%
DISCOUNT
on 6+ nominations

LAST DATE OF REGISTRATION:
May 19, 2017

Course Facilitator:
Mr. Abdul Sattar Anjum

COURSE OVERVIEW

Negotiation can have far-reaching effects on your personal and professional relationships. Your success, in most of the times, is rightly articulated through the way you deal and negotiate with the people surrounding you. From the business perspective, the development of on-going customer relationships is key to any successful organization and effective negotiation makes the real difference in maintaining and developing such relationships. This one-day training program will demystify the process and the underlying core skills of effective negotiation. This program will enable the participants to master the art of negotiating effectively. It will give participants the knowledge, skills and confidence they need to become effective and successful negotiators, in their personal as well as professional domains.

LEARNING OBJECTIVES :

- To enable the development of key skills to perform effectively in distressed and conflicting situations
- To promote the benefits of using a professional model to develop negotiation strategy
- To provide important tools, techniques and tactics to be used in situations requiring effective negotiation
- To identify methods by which negotiations can be planned, conducted and reviewed to make them effective and successful
- To build confidence and skills to achieve mutually acceptable outcomes.
- To enable participants to assess their current knowledge and ability and to plan their continuing development and maximize effective learning

COURSE CONTENT:

- Introduction to Negotiation
- Negotiation Strategies
- Negotiation Models & Human Interaction Paradigms: Win/Win, Win/Lose, Lose/Win, Lose/Lose
- Win-Win Characteristics
- PRAM Model-Plans, Relationships, Agreement and Maintenance
- Required Communication Skills : Verbal and Non-Verbal
- Interpersonal Skills
- Negotiation Behaviors
- Negotiation Phases
- Integrative vs. Positional Bargaining
- Conflict Management
- Personality & Negotiation
- Alternative Dispute Resolution (ADR)
- Conclusion

WHO SHOULD ATTEND?

This training is ideal for all those individuals who want to master the art of negotiating effectively, especially in distressed situations. Professionals including officers, managers, executives working at any management level/domain, are encouraged to participate in this course.

FACILITATOR:

Mr. Abdul Sattar Anjum

Mr. Abdul Sattar Anjum is a corporate trainer with over 30 years of experience in various functional areas including human resources, general management, administration, corporate trainings, teaching and financial management. He has worked at senior-level positions with various organizations and at present he is lead trainer at The Institute of Development Enterprises and Leadership (Pvt.) Ltd. Islamabad. He is fellow member of ICMAP and PIPFA. He is Masters in English Linguistics from NUML and has also studied in USA and Australia. His core areas are leadership development, self-motivation, stress management, the art of delegation, conflict management & problem solving and decision making. Mr. Anjum has been conducting different training courses for a number of reputable organizations and he has been regularly teaching courses at famous universities of our country including School of Accounts and Finance(SAF), Pakistan Planning Management Institute (PPMI), Directorate of Workers Education, Pakistan Manpower Institute(PMI), Skim Training and Consultancy and Institute of Cost and Management Accountants of Pakistan(ICMAP), UET Peshawar, Hazara University Mansehra, Govt College Women University Faisalabad, NUST Islamabad, NIBAF, NBP Staff College and OGDCL.

CONTACT DETAILS

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NOTE: Payment should be made on or before the course start date in the name of "THE INSTITUTE OF BANKERS PAKISTAN".
Please send nominations/requests for participation at least two days before the training date.