AZ TECH

An ISO 9001:2015 & ISO 29990:2010
Certified Company

*This is an ILM Endorsed Programme**

The Professional Negotiator

Effective Negotiation, Persuasion & Critical Thinking

17 - 21 Jun 2019, Zurich
16 - 20 Sep 2019, London
01 - 05 Dec 2019, Dubai

ACS REGISTRARS Quality Assurance ISO 9001 | ACS REGISTRARS ISO 29990 | ilm Recognised Provider | Institute of Asset Management IAM Corporate Member | IAM endorsed TRAINER | The Global Compact United Nations Global Compact

The Professional Negotiator

Effective Negotiation, Persuasion & Critical Thinking

WHY CHOOSE THIS TRAINING COURSE?

This highly popular training course considers the importance of building alliances and relationships through the application of negotiation and persuasion. Delegates will work on critical thinking processes to enable them to make better planning decisions in order to achieve success when negotiating alliances.

The training course will equip delegates with an essential framework for effective negotiation starting with the planning process and understanding why it is essential to consider the critical points in building and maintaining relationships. Delegates will have the opportunity to exercise and improve their influencing and persuasion skills, and build higher-level communication ability in order to deliver results and maintain alliances for the mutual benefit of the parties involved.

This AZTech training course will feature:

- Understanding the key issues in forming and maintaining alliances
- Applying critical thinking when planning to negotiate
- Defining the stages within a negotiation process
- Discussing how to defend yourself from aggressive tactics and ploys in negotiation
- Developing higher level communication skills for influencing others
- Applying more influence when negotiating through practical exercises

HOW WILL THIS TRAINING COURSE BE PRESENTED?

This training course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. This includes professional learning techniques combined with presentations, interactive practical exercises, group activities and case studies will help delegates to build a formal framework around their current knowledge and skills.

Delegates will be encouraged to develop both their critical thinking and persuasion skills, applying these to the formation and maintenance of negotiated alliances to increase the value for money provided to their employer.

WHAT ARE THE GOALS?

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

- Describe a framework for the analysis of business alliances
- Understand how to apply influencing skills during the negotiation phase
- Recognise and manage difficult negotiators who use aggressive tactics during negotiation
- Understand the key principles of persuasion and its importance to negotiation
- Apply critical thinking when planning to develop business alliances

WHO IS THIS TRAINING COURSE FOR?

This AZTech training course is suitable to a wide range of professionals but will greatly benefit:

- Personnel from a wide range of business disciplines
- Delegates wishing to develop negotiation skills in alliance building
- Delegates who regularly work with external suppliers or customers
- Departmental Heads requiring to form interdepartmental alliances to achieve results

The Course Content

DAY ONE: Developing Alliances

- Characteristics of a strategic alliance – effects of market dominance
- Culture and perception – and effects in building alliances
- Achieving results in the life cycle of the alliance, through building trust
- Personality - strengths & weaknesses in negotiations
- Minimising communication blockers to maintain relationships
- Development review and action planning

DAY TWO: Influence & Persuasion Skills in Managing the Alliance

- Challenges of meetings – group and individual strategies
- Positive influence of listening in challenging situations - good and bad news!
- Applying rules of influential presentations to maximize impact
- Maintaining compatible body language & using logic, credibility and passion
- Feedback and action planning

DAY THREE: Strategy in Negotiation Skills for Partners and Allies

- Steps in win-win negotiation
- The keys to collaborative bargaining in partnering
- Leverage: What it is and how to use it?
- Negotiation tactics and ploys
- Dealing with difficult negotiators and barriers
- Ethics in negotiation

DAY FOUR: Higher Level Negotiation Skills for Challenging Situations

- Listening and responding to signals and informal information
- Recovering from reversals, errors and challenges
- Developing a climate of trust
- Higher level conversation techniques
- Concentrating action on the needs of alliance partners

DAY FIVE: Maintaining Alliances: Critical Thinking for Decision Making

- Gaining control and using information – formal and informal
- Identifying sources and testing assumptions
- Framing the problem
- Decision making under pressure
- Reviewing strategic alliances and building personal action

COURSE SCHEDULE:

17 - 21 Jun 2019, Zurich
16 - 20 Sep 2019, London
01 - 05 Dec 2019, Dubai

THE CERTIFICATE

AZTech Certificate of Completion for delegates who attend and complete the course

ILM Endorsed Certificate for the registered delegates who successfully completes and pass the ILM assessment

PROFESSIONAL RECOGNITION & ACCREDITATION:

ilm Recognised Provider

AZTech is an ILM Recognised Provider and offers a number of Endorsed Management and Leadership programmes. Aside from AZTech's Certificate of Completion, delegates will be able to pursue ILM Endorsed Certification (which typically involves passing an additional study, either a work based assignment or on-demand assessment) after the conclusion of this ILM endorsed programme.

The Professional Negotiator

Effective Negotiation, Persuasion & Critical Thinking

Date	Venue	Fees(USD)
17 - 21 Jun 2019	Zurich - Switzerland	$5,950
16 - 20 Sep 2019	London - UK	$5,950
01 - 05 Dec 2019	Dubai - UAE	$5,950
REGISTER NOW		

This fee is inclusive of Documentation, Lunch and Refreshments and maybe subjected to 5% VAT.

Complete & send by fax/mail to address given below.
Please use BLOCK CAPITALS.

REGISTRATION DETAILS

FAMILY NAME:

FIRST NAME:

POSITION: COMPANY:

MAILING ADDRESS:

TELEPHONE: MOBILE:

FAX: EMAIL:

AUTHORISATION

AUTHORISED BY:

POSITION: EMAIL:

TELEPHONE: FAX:

POSTAL ADDRESS:

MODE OF PAYMENT

- ☐ PLEASE INVOICE MY COMPANY
- ☐ PLEASE INVOICE ME
- ☐ PLEASE FIND ENCLOSED A CHEQUE PAYABLE TO AZTECH
- ☐ ONLINE / CREDIT CARD

HOTEL ACCOMMODATION

Hotel accommodation is not included in the Registration Fee. A reduced corporate rate and a limited number of rooms are available for attendees wishing to stay at the hotel venue. Please make your request for accommodation at least 3 weeks prior to the commencement of the course.

EVENT DISCLAIMER

We reserve the right to cancel or postpone a seminar or related event, change venue, substitution of the Instructor and alter the course content at our sole discretion. If this occurs, our responsibility is limited to a refund of any registration fee(s) already paid. We are not responsible for airline tickets, hotels costs, other tickets or payments, or any similar fee penalties or related or unrelated losses, costs and/or expenses registrant may incur or have incurred as a result of any trip cancellations or changes.

CANCELLATION & SUBSTITUTION

You must notify the Registrar of cancellations at least 2 weeks before a scheduled seminar in order to be eligible for a credit. If you cannot attend, you may send a replacement from your organisation at no charge. There is a $250 handling charge for all cancellations or rescheduling. We reserve the right to cancel a seminar due to low enrollment. All registrants will be notified in advance and a full refund will be provided upon request.

CERTIFICATION

AZTech Certificate of Completion for delegates who attend and complete the course

ILM Endorsed Certificate for the registered delegates who successfully completes and pass the ILM assessment

4 WAYS TO REGISTER

Toll Free: **800-AZTECH**
Telephone: **+971 4 427 5400**
Fax Number: **+971 4 427 5401**
Email Address: **info@aztechtraining.com**
Visit our website: **www.aztechtraining.com**

DOWNLOAD TRAINING PLAN 2019

Scan this code with your smart phone to download Training Plan 2019

Our training portfolio will provide you a number of seminars and courses to choose from depending on your organisational goals and personal development objectives.