

Topic:	<b>Negotiation skill</b>
Target Group:	For professionals who needs carry on negotiations
Benefit to participants:	By completing the training, the participants will carry on self-assessment regarding their 6 essential negotiation abilities, and will learn how to identify the timing of start negotiation, prepare the negotiation plan, understand and know how to use their bargain chips, and so on.
Duration:	2 day (9 am ~ 5 pm)
Outline:	<p>Day 1</p> <p>Negotiation psychological preparation:</p> <ul style="list-style-type: none"> <li>• Definition of negotiation? <ul style="list-style-type: none"> <li>○ Iceberg theory</li> <li>○ DISC analyze method</li> <li>○ Human needs and business needs</li> </ul> </li> <li>• Self-assessment of your 6 negotiation abilities</li> <li>• Psychological foundation for negotiator</li> <li>• Target of negotiation --- win-win</li> <li>• When to start negotiation?</li> <li>• Prepare for negotiation – paper work</li> <li>• Flow-chart of negotiation</li> </ul> <p>Day 2</p> <ul style="list-style-type: none"> <li>• Bargain chips and application: <ul style="list-style-type: none"> <li>○ Exchange item</li> <li>○ Additional benefit</li> <li>○ Compromise</li> <li>○ Give up</li> </ul> </li> <li>• Language skill used during negotiation <ul style="list-style-type: none"> <li>○ Emotional language</li> <li>○ Describe skill</li> <li>○ Bargain skill</li> <li>○ Compromise language skill</li> <li>○ Threaten skill</li> </ul> </li> <li>• Build up long term relationship at the end</li> <li>• Classic case sharing: Singapore – Malaysia water supply negotiation</li> <li>• Role play and simulations</li> <li>• Summary, Q &amp; A</li> </ul>
	End of training