



Course Name

# ADAPTIVE NEGOTIATION SKILLS FOR HR PROFESSIONALS

This course is designed to explain the negotiation process in detail and demonstrate how to use it effectively, giving delegates the negotiation skills and strategies, they need to succeed in today's challenging commercial environment.



Reach New Heights | Training & Consulting  
An ISO 14001:2015 ISO 9001:2015 Certified Company



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Duration:  
**Five Days**



Location:  
**TBD**



Date:  
**TBD**





# Few Words About Boost

Our solutions are fully customized and designed based on the needs of our clients

BASED IN ABU DHABI  
**SINCE 2001**  
WE HAVE A PROVEN TRACK



## VISION

"The only thing worse than being blind is having sight but no vision".

To be recognized as the partners' first choice in the field of Learning and Development locally and globally



## MISSION

Enable our partners achieving their objectives

by designing innovative learning and development solutions which will boost people performance and business results as well.



## VALUES

Driven by five core values which will form the basis for every decision...

- ✓ Result Orientation
- ✓ Partners' Success
- ✓ Passion
- ✓ Commitment
- ✓ Innovation

## Why Us?

- 01 Interactive Engaging Courses
- 02 Recognized Certificates
- 03 Wide Range Of Training Subjects
- 04 Global Training Centers
- 05 In-House & Customized Courses
- 06 Internationally Certified Instructors
- 07 Advanced Reporting System



**10,000 People Trained a Year, with 98% Satisfaction Rating**

Our talented team of international instructors have exceptional credentials complemented by practical, real-world experience.

## SUSTAINABLE SUCCESS

Ever since the firm was founded, Excellence, in one form or another, was part of its credo. The prospect of doing a good job might help a company climb the success ladder but it won't keep the company 'up there'.



**American Welding Society**  
EDUCATIONAL INSTITUTION MEMBER





# COURSE INTRODUCTION

ADAPTIVE NEGOTIATION SKILLS FOR HR PROFESSIONALS



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One of the must have skills for the HR professionals is the ability to negotiate. When negotiation rolls around, or when an appointment of employment has been rolled out the HR will have to involve himself or herself and make the situation work out easily. A HR is the person who has to negotiate with both the management and the employees. So, he or she must have excellent negotiation skills.

Negotiation is a communication skill between two or more parties, which is used to reach to a particular understanding, resolves the point of differences, and to gain mutual benefits for an individual or groups. This course is designed to explain the negotiation process in detail and demonstrate how to use it effectively, giving delegates the negotiation skills and strategies, they need to succeed in today's challenging commercial environment.

## OBJECTIVES

- ✓ To have a structure for analyzing the context of the negotiation and preparing an optimal negotiating position.
- ✓ To be able to plan a variety of tactics to manage movement towards a desired outcome.
- ✓ Understand how to open and conclude a negotiation.
- ✓ Improved face-to-face communication and rapport building skills.
- ✓ Greater awareness of tricks and tactics that may be being deployed against you.
- ✓ Develop strategies and tactics to manage the movement of the negotiation to a desired result.
- ✓ To create an Action Plan for continued development of the skills.

## TRAINING METHODOLOGY

This Is A Highly Interactive Training, Using A Mix Of Formal Presentations, Case Studies, Role Play Exercises, Self Assessments, Presentations And Group Discussions. The Teaching Methods Used Provide An Opportunity For Delegates To Learn, Develop And Then Practice The Skills Taught Using A Variety Of Hands-On Exercises That Stress Participation And That Reinforce And Build On The Comprehensive Course Materials Provided.





# Course Outline

ADAPTIVE NEGOTIATION SKILLS FOR HR PROFESSIONALS



Duration:  
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## INTRODUCTION

- ✓ Phases of Negotiation
  - Pre-Negotiation
  - Conceptualization
  - Settling The Details
  - Follow-Up
- ✓ Types of negotiating behavior
  - Distributive Negotiations
  - Integrative Negotiations
- ✓ Common Approaches to Negotiation



- ✓ Dual concern Model
- ✓ Common Barriers to Objectivity
- ✓ What is really possible?
- ✓ Pareto Superior Solutions Pareto efficiency



- ✓ How to create Pareto Superior Solutions
- ✓ Develop a Superordinate Goal
- ✓ Planning
- ✓ Importance of being clear about your expectations



- ✓ Integrative Negotiation
- ✓ Mutually beneficial trade offs
- ✓ How to negotiate
- ✓ What to do when you get stuck?



- ✓ How to be adaptable to meet your goals
- ✓ Closing the deal
- ✓ Group exercises





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THANK YOU

For any clarification or information. Please do not hesitate to contact us

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