



**Exclusive to Members of FICA & FIEA – in association with Innovatek**

*For more info call 07 921 1382 or 021 275 8011 or fax 07 921 1381*

**- NEGOTIATING WORKSHOP – STAGE 1 –  
2011 REGISTRATION FORM**

**Thursday 8<sup>th</sup> December, Brightwater Motor Inn, Nelson**

<b>Venue:</b>	Brightwater Motor Inn
<b>Time:</b>	8:30am to 4.30pm
<b>Cost per person:</b>	\$360 + gst per person (FICA & FIEA members only); \$280 + gst per person for 2 or more delegates from one company
<b>Workshop led by:</b>	Pam Cronin, Bridge Associates
<b>Timetable</b>	<b>Session</b>
8.30 – 10.15 am	<ul style="list-style-type: none"> <li>Understanding what the negotiation process is really all about</li> <li>Checking out your personal values and conflict orientations, and how these affect your negotiations</li> <li>The Four Key Principles of Successful Negotiators</li> </ul>
10.15 am	<b>MORNING TEA</b>
10.30 – 12.30 pm	<ul style="list-style-type: none"> <li>The notion of "WIN/WIN" - why we don't always get there and what to do about it</li> <li>The 5-Step Negotiation Process - using the framework to stay in control</li> <li>Examining the 'Motivation for Change' to see where the power lies in your negotiation</li> <li>Developing, organising and ranking your variables so that you can think better on your feet</li> <li>Deciding when and how to call a "no deal" and walk away</li> </ul>
12.30 pm	<b>LUNCH</b>
1.00 – 3.00 pm	<ul style="list-style-type: none"> <li>Using your opening gambit to set the tone of the negotiation</li> <li>Exposing hidden agendas and confronting sabotage of the negotiation process</li> <li>Listening and Questioning skills - gaining advantage through better communication</li> <li>10 Tips for more powerful bargaining</li> </ul>
3.00 pm	<b>AFTERNOON TEA</b>
3.15 – 4.30 pm	<ul style="list-style-type: none"> <li>Recognising and dealing with "dirty tactics" in unprincipled negotiation</li> <li>Rejections and counter offers - turning "No" into "Yes"</li> <li>Closing the deal and gaining commitment</li> <li>Making it happen - putting together your own development plan</li> <li>Evaluations and close of the day</li> </ul>





### *Registration Form*

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**Rotorua Office, PO Box 6160, Rotorua**

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**Fax 07 921 1381**

**Yes ... PLEASE REGISTER US FOR:**

**2011 NEGOTIATING WORKSHOP**

**Thursday 8<sup>th</sup> December, Brightwater Motor Inn, Nelson**

**PLEASE REGISTER THE FOLLOWING DELEGATES:**

<i>Name:</i>	<i>Position:</i>
<i>Name:</i>	<i>Position</i>
<i>Name:</i>	<i>Position</i>
<i>Name:</i>	<i>Position</i>
<i>Company:</i>	
<i>Tel:</i>	<i>Fax:</i>
<i>Email:</i>	

**Payment Details:**

- \$360+GST per person = \$414 per person (incl GST) or
- \$280+GST per person = \$322 each for 2 or more from one company (incl GST)

Please tick a box to indicate method of payment

Cheque enclosed (Please make cheque out to FICA/FIEA)

Credit card (circle one ... Visa / Mastercard / American Express)

Card Number \_\_\_\_\_ Expiry Date \_\_\_\_/\_\_\_\_

+ 3 digit number on back of card \_\_\_\_\_

Cardholders Name \_\_\_\_\_ Amount \_\_\_\_\_

**Please fax your completed form to 07 921 1381**

