



The Art of Negotiation

by Zafar Osmani

2 Day Workshop: 12th & 13th Dec 2017

Time: 10:00 a.m. – 4:30 p.m.

Overview

The art of negotiation comes into play daily in the life of employees at all levels. Participants explore how current approaches to negotiation strategy and tactics are used, what negotiation entails, types of negotiation relationships that exist from hard bargain to win-win, to fully partnered relationships and personal ones.

The course explores the personal and behavioral characteristics of an effective negotiator. Participants discuss how empowerment and authority affect the negotiation process and outcome. Topics include how important it is to plan and prepare for a negotiation session.

This Program strives to enhance the negotiation skills in people through understanding the core concepts, acquiring ability to resolve challenges and influence people in a positive manner to enhance business performance.

Course Outline

Day – 1

- Understanding Negotiation Skills
 - Is Negotiation an Art?
 - Attributes of Good Negotiators
- Negotiation Styles & Resolving Conflicts with Good and Bad Examples
- Approaches to Negotiation
 - The Classical Approach in Negotiation
 - Contemporary Trends
 - Best alternatives to a negotiated agreement (BATNA) and its application

Day – 2

- Understanding Conflicts
 - Identifying Organizational Conflicts
 - Examples of Conflict Situations
- Conflicting Expectations From Stakeholders
 - Key Business Stakeholders
 - Management Culture and Concerns
- Understanding and Negotiating with Difficult People
- Business Negotiation Tips
- Role Plays
- Conflict Resolution through Intervention Strategies

Who Should Attend?

Middle to Senior level executives who interact, influence and achieve results in order to reach their functional and corporate goals.

Facilitator's Profile



Zafar Osmani is a renowned business professional with vast management and leadership experience, spanning over a period of three and a half decades. He is expert in strategic HR interventions aimed at enhancing organizational effectiveness. He is engaged in advising & training, locally as well as abroad, in the domains of HRM, Leadership, Organization Designing, Capacity Building, Institutional Transformation and Change Management, Rationalizing Staff Structure, Business Process Reviews, Training Needs Analysis, Job Evaluation and Job Profiling etc. During his long professional career, he had been associated with a number of well-known organizations where he held senior-level positions like Member, Head, Director and SEVP, these organizations include, KESC, HBL, FBR, Pak Kuwait Investment Co., Meezan Bank, American Express Bank, Gulf International Bank, Exxon Pakistan, Ministry of Finance etc. At present, he is CEO of Excelerate (Pvt.) Limited, where he has been providing management consultancy and HR Advisory services to various public and private sector organizations. In addition, he has also participated as a guest speaker in various organizations in Pakistan, India, Sri Lanka & Bangladesh.



12th & 13th Dec 2017 | 10:00 a.m. – 4:30 p.m.



Royal Rodale Club, Phase V, DHA, Karachi

The Art of Negotiation

By Zafar Osmani

2 Day Workshop: 12th & 13th December 2017,

From 10:00 a.m. to 04:30 p.m.

at Royal Rodale Club, Phase V, DHA, Karachi



Management Association of Pakistan

REGISTRATION FORM

Institutional Member

Student Member

Individual Member

Non-Member

Name _____

Designation _____ Membership No. _____

Organization _____

Address _____

_____ City _____

Phone _____ Fax _____

Mobile _____ Email _____

MODEOFPAYMENT

Cash/Cheque No. _____

Dated _____

Amount _____

ADMINISTRATIVE INFORMATION

| Registration Fee* | Early Bird Fee (Register by) 20 th Nov 2017 | Regular Fee (Register after) 20 th Nov 2017 |
|---|--|--|
| MAP Institutional Member | Rs. 23,000/- | Rs. 27,000/- |
| For two or more Institutional member nominations | Rs. 21,500/- | Rs. 24,500/- |
| MAP Individual Member | Rs. 16,500/- | Rs. 18,000/- |
| Student Member | Rs. 8,000/- | Rs. 9,000/- |
| Non-Member | Rs. 24,500/- | Rs. 28,500/- |

*Includes: MAP Certificate, Printed Course Material, Lunch & Tea.

Registration:

Registration to be confirmed only on receipt of cheque in advance

- Cancellations or substitute nominees acceptable up to 48 hours prior to the event.
- Early bird discount can only be availed if payment is made before the day of event. Otherwise, invoice will be reissued at Standard Fee.
- Please complete the Registration Form attached here to along with a crossed cheque for the applicable fee, in favor of Management Association of Pakistan, to be sent to MAP's address given below:

For Direct Transfer:

- Acct Title : Management Association of Pakistan
- Bank Name : MCB Bank Limited
- Account Number : 0006903010000302
- IBAN : PK62 MUCB 0006 9030 1000 0302
- Branch Name : GTB Branch Karachi (0069)
- Payment Advice to be sent at:
accountant@mappk.org | info@mappk.org