



MARKETING
INSTITUTE OF
SINGAPORE

BUSINESS MANAGEMENT WORKFORCE SKILLS QUALIFICATIONS (WSQ)

Date:
26–27 Mar 2012
24–25 May 2012

Course Fee:
S\$800.00

For Course Enquiries

Web:
www.mis.org.sg/seminars

Email:
seminars@mis.org.sg

Tel:
6327 7586 / 583/ 582

Fax:
6327 9741

51 Anson Road #03-53
Anson Centre (S)079904

Essential Negotiation Skills

Why You Should Attend This Course:

Negotiation is a process whereby two persons or groups strive to reach agreement on issues or courses of action where there is some degree of difference in interest, goals, values, or beliefs. The job of the negotiator is to build credibility with the “other side”, find some common ground (shared interests), learn the opposing position, and share information that will persuade the “other side” to agree to an outcome.

Essential Negotiation Skills is a national competency unit from the Business Management (BM) Workforce Skills Qualifications (WSQ) and is designed to provide both the knowledge and skills required by any professionals, with respect to the application of knowledge of interpersonal relationships that can facilitate the negotiation process and develop analytical skills, to put negotiation situations in context and evaluate outcomes.

Learning Outcomes:

Upon completion, participants will gain the knowledge and skills to participate effectively in negotiations. Competency elements covered in this unit includes:

- Plan and prepare alternatives and outcomes for both parties in negotiations to support negotiation objectives
- Apply communication and conflict resolution techniques to achieve desired negotiation outcomes
- Finalise negotiation and take necessary follow-up actions to close negotiation
- Monitor and evaluate negotiation outcomes against objectives in accordance with organisational procedures

Course Outline:

Introduction and Overview

- Course objectives and components
- Assessment requirements

Plan and prepare alternatives and outcomes for both parties in negotiations to support negotiation objectives

- The negotiation process
- Identifying negotiation objectives
- Understand negotiation plans
- Negotiation outcomes and benefits

Apply communication and conflict resolution techniques to achieve desired negotiation outcomes

- Verbal communications
- Non verbal communications
- Listening
- Rules for effective communication
- Conflict resolution
- Negotiating strategies
- Pre negotiation checklist

Finalise negotiation and take necessary follow-up actions to close negotiation

- Closing negotiations
- Timing the closing

Monitor and evaluate negotiation outcomes against objectives in accordance with organisational procedures

- Monitoring and evaluating negotiation outcomes
- Review follow-up actions, timelines and deliverables
- Evaluate negotiation processes and techniques in accordance with organisational procedures

Review, Evaluation and Close



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Essential Negotiation Skills

Who Can Benefit?

Any Level 4 professionals who require the knowledge and skills, with respect to the application of knowledge of interpersonal relationships that can facilitate the negotiation process and develop analytical skills, to put negotiation situations in context and evaluate outcomes.

Learning Methodology

Participants will be assessed after they have been taught a particular competency through written assessment, group discussion, presentation, case studies and role plays. A Competent or Not Yet Competent assessment will be given at the end of each competency unit to confirm if participants have acquired the skills and knowledge of the subject.

Certification

Upon successful completion, participant will receive a Statement of Attainment (SOA) in BM WSQ Essential Negotiation Skills.

Course Fee Support

SDF & Absentee Payroll +	SDF	Absentee Payroll
WSQ Certifiable Courses for PMET level	50% of course fee capped at \$15/hr	80% of hourly basic salary capped at \$4.50/hr

Workforce Training Support (WTS) ^	SDF	Absentee Payroll
Earning \$1,400 and below per month	95%	95%
Earning between \$1,401 to \$1,700 per month	90%	90%

+ For employer-sponsored Singaporeans and PRs only.

^ For employer-sponsored Singaporeans aged 35 years old & above. A copy of WTS / WIS notification letter and NRIC is to be submitted at point of registration.

Course Duration

2 Days (18 hour)

Day 1 – 8:30am–6:30pm

Day 2 – 8:30am–6:30pm

This course will be conducted by subject matter experts who are fully ACTA certified by WDA.

WSQ Level Guide:

WSQ Level	Typical Responsibilities	Job Roles
6	Directs business strategies and endorses policies and plans	Chief Executive Officer, Chief Finance Officer, Chief Communications Officer, Chief Operating Officer, Chief Audit Executive
5	Provides input to and coordinates with leaders at Level 6, develops business strategies and plans, reviews and evaluates plans	Finance Division Head, Human Resource Director, Marketing Director, Project Sponsor, Vice President, Licensing Head
4	Implements and monitors organisational programmes and recommends solutions	Sales Manager, Finance Manager, Project Manager, Assistant Manager, Relationship Manager, Programme Manager, Research & Development Engineer
3	Executes plans, policies and procedures, applies knowledge of concepts and provides feedback	Finance Executive, Analyst, Associate, Project Lead, Project Executive, Team Leads, Junior Relationship Manager, Patent Engineer, IP Administrative Officer

REGISTRATION FORM



EXECUTIVE DEVELOPMENT PROGRAMMES

Register online at www.mis.org.sg/seminars or fax form to 6327 9741

Register for 3 or more participants and enjoy 5% discount!

Essential Negotiation Skills <input type="checkbox"/> 26–27 Mar 2012 <input type="checkbox"/> 24–25 May 2012 (8.30am to 6.30pm) S\$800 (subject to 7% GST) Includes lunch & refreshments		*Approved for SDF funding and Absentee Payroll Please indicate if you wish to apply <input type="checkbox"/> Yes <input type="checkbox"/> No	
Participant(s) Name	Designation	E-mail	Contact No.
1)			
2)			
3)			
Company:			
Billing Address:			
Contact Person:		Designation:	
Tel:		E-mail:	
How did you know about this course? (You may tick more than one)		<input type="checkbox"/> e-Newsletter (pls specify sender): _____ <input type="checkbox"/> Print ad (pls specify publication): _____ <input type="checkbox"/> Received brochure through direct mail <input type="checkbox"/> Received brochure at event (pls specify): _____ <input type="checkbox"/> Search engines (pls specify): _____ <input type="checkbox"/> MIS website <input type="checkbox"/> i-Marketer portal <input type="checkbox"/> Word-of-Mouth/Recommendation (pls specify): _____ <input type="checkbox"/> Others (pls specify): _____	

Administrative Details

Registration

Register Online @ www.mis.org.sg/seminars

The fastest and most effective way to register for our courses is via our online registration form.

Register via Email or Fax

A place will be reserved for you upon receipt of your registration. Registrations should be sent at least two weeks before course commencement. A confirmation email will be sent to you two weeks before the course.

Payment

Payments are to be made in Singapore Dollars (SGD) and subjected to prevailing GST. Please make your payment either by cheque or GIRO upon receiving our invoice. All cheques should be crossed and made payable to "Marketing Institute of Singapore" with the invoice no. indicated on the back of the cheque. Any bank charges incurred as a result of bank/telegraphic transfers will have to be borne by the company. Fees are inclusive of course materials, certificate of participation, lunch & tea breaks.

MIS Member Discount

Corporate and Individual Members of MIS are entitled to **20%** discount on all Executive Development Programmes. For membership enquiries, email: membership@mis.org.sg.

Group Discount

Companies are entitled to **5%** discount for sending 3 or more participants to the same course on the same date.

Course Venue

All courses will be held at the Marketing Institute of Singapore, 51 Anson Road #03-53 Anson Centre Singapore 079904 unless otherwise stated.

SDF Training Grant (for SDF-Approved Courses)

- To apply for SDF funding, companies have to submit the training grant application for their employees on SkillsConnect within the stipulated timeline. SDF funding is subject to WDA's approval. For details, please visit www.skillsconnect.gov.sg.
- In the event that the SDF funding is rejected, the company will be liable to pay MIS the balance amount.
- Participants who wish to apply for SDF are required to indicate this on the course registration form.

Withdrawals / No-Show

For any withdrawals or cancellation, participants will be subjected to the following charges:

Notice Period	Withdrawal / Cancellation Charge
More than 14 days	No charge
Less than 14 days	25% of course fee
Less than 3 working days or No-Show	100% of course fee

Replacements from the same company are allowed.

Cancellation

Marketing Institute of Singapore reserves the right to change or cancel the course due to unforeseen circumstances.

Customised In-House Training

Courses can be custom-designed to suit your department/organisation's unique training requirements. Please contact us for enquiries. Email: seminars@mis.org.sg or call 6327 7586 / 583 / 582.

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