

Successful Project Negotiation

Working towards agreement and dealing with disagreement

18-19 October 2010 ~ Budapest, Hungary



Seminar Focus

- Understand the dynamics of negotiations and how to maximise your chance of success
- Prepare in depth, focusing on both your own – and the other party's – situation
- Use the four stages of negotiation effectively
- Follow a structured, positive process to move towards your goals
- Be confident in handling and applying pressure, dealing with tactics and saying 'No'
- Generate agreements that achieve results without damaging relationships

Overview

Negotiation is a fact of life in the project environment:

From agreeing a realistic budget and schedule, through allocation and management of resources and dealing with changes, to getting approval from the customer, it can be an almost daily occurrence. Combine this with supplier, contractor and compliance authority interactions and it's clearly a key competence required by project managers and other team members.

This practical and interactive workshop will boost participants' skills and confidence and provide a vital understanding of choices of style and strategy within project-linked negotiations. The event will combine teaching and advice with practical exercises and case studies covering a range of common situations.

Co-operative or competitive?

Traditionally, negotiation is often seen as a competitive activity, with the single aim of maximising results for the negotiator – even if this results in poor relationships. New approaches to negotiation recognise the importance of on-going relationships with customers, suppliers, management and staff – while still generating excellent results for the negotiator. Learn how to help your negotiating partners agree to solutions that both parties see as a success.

Why negotiations fail

One of the most common causes of failure in negotiations is the negative impact of emotions such as distrust, frustration, anger and fear. The techniques covered in this event will help you to understand and deal positively with both your own – and other people's – emotions.

Benefits of Attendance

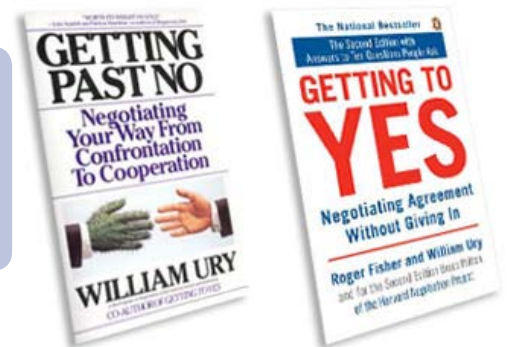
Discover a range of practical tools, tips and advice aimed at helping you and your staff maximize the benefits achieved by successful negotiations

A structured, principle-driven approach to negotiation that can be applied in almost every situation and is not dependent on a positive attitude from the other party.

The opportunity to understand and receive feedback on your own style of negotiation and to identify ways to improve your ability to get better results.

The seminar also provides two best selling books – "Getting to Yes" and "Getting past No".

These easy to use books will help you in developing your own negotiation strategies and also tactics for dealing with difficult situations.



Who Should Attend

This event is a must for Project Sponsors, Program Managers, Project Leaders, Project Managers, and anyone else who negotiates in the project arena.

You will participate in a range of one to one and small team role-plays of common negotiation challenges and be invited to give/receive feedback with your fellow participants.

The event is highly participative, including a mixture of discussion, exercises, practical tools and case studies.

Course Topics

DAY ONE

Session 1 ~ Developing a consistent strategy for negotiation

- Being clear on your objectives, interests and level of power
- Assessing the other party's objectives, interests and level of power
- Understanding the risks of competitive approaches
- Identifying the potential benefits – in both outcome and relationship – of co-operative approaches

Session 2 ~ Setting targets and identifying alternatives to negotiation

- The need for knowledge and realism
- Determining the 'BATNA' for both parties
- Reviewing targets with other stakeholders

Session 3 ~ Common problems with positional bargaining

- The true effect of an 'opening position'
- The risk of deadlock
- The problem with concessions

Session 4 ~ Planning the negotiation

- Targets and worst case scenarios
- Approach and tactics
- Ways to move forward

Session 5 ~ One – to – one negotiation

- Preparation for negotiation
- Negotiation exercise
- Feedback / review

Session 6 ~ Negotiation Stages

- Building Rapport
- Exploring the issues
- Negotiation and bargaining
- Closure and agreement

Session 7 ~ "Getting to Yes" and "Getting past No"

- Key messages
- Reading assignments

Seminar Timetable

Registration will be from 08.00 to 08.30 every morning.
Lunch and refreshments will be provided.
The course will finish at approximately 17.00 each day.



Course Topics

DAY TWO

Session 8 ~ Review of "Getting to Yes"

- Working towards Interests, not Positions
- Identifying Options for Mutual Gain
- Using Objective Criteria

Session 9 ~ One – to – one negotiation

- Preparation
- Negotiation exercise
- Review

Session 10 ~ Review of "Getting Past No"

- Stepping to their side
- Reframing the conflict
- "Building the Golden Bridge"
- Using Power to Educate

Session 11 ~ Team Negotiation Issues

- Agreeing team objectives and approach
- Roles and tactics
- Common pitfalls of team negotiation

Session 12 ~ Team Negotiation case study

- Preparation for negotiation
- Negotiation exercise
- Feedback / review

Session 13 ~ Putting it all together

- Learning points and action plan
- Seminar review and close

Testimonials from past Peter O'Neill courses:



The course was really useful and practical, I can use it in every day life and work.

Bluebridge

Excellent trainer, well-prepared course.

Ericsson

Very good topics, excellent trainer. It will initiate a whole new way of thinking and approach to my approach.

Seavus Group

Great training, very effective with hints and ideas, bright & highly interactive.

Motorola

I think this was a great course for someone like me who doesn't have a lot of experience yet in working on projects.

Orange

Seminar Leader
Peter O'Neill PMP
Senior Partner
O'Neill Training



Peter O'Neill is an international trainer and writer with more than 25 years experience in the project management and project leadership arena.

In the past five years, he has worked across much of Central and Eastern Europe, delivering public and customized in-company courses, including: Project Negotiations with Eurotel in the Czech Republic, and Project Leadership with Orange Romania.

Peter was Program Director at the Steel Industry Management College and has lead, facilitated, and advised project teams in an array of private and public sector areas.

Early in his career, he also served for two years as Group Chairman with the UK trade union ASTMS.

Peter is an "Associate Fellow" at Warwick University UK, where he tutors in Project Management for the prestigious Warwick Business School MBA program. He also designed and authored their new on-line Project Management MBA module.

He is an author and reviewer of the Association for Project Management's guidance book "Project Management Pathways", in which he contributed the chapters on Conflict Management and Project Negotiations.

Mr. O'Neill's academic qualifications include an MBA from Warwick Business School and a degree in technology and systems

He is certified as a Project Management Professional (PMP®) by the Project Management Institute and is qualified to deliver the Myers-Briggs Type Indicator programs.

Our accredited facilitators are the best guarantee for achieving the certification of your Project Managers



Successful Project Negotiation

Please complete the form and fax to (36) 1 999 7481

Delegate Details

Name
Position
Email
Mobile No.

Name
Position
Email
Mobile No.

Name
Position
Email
Mobile No.

Name
Position
Email
Mobile No.

Registering Company

Company Name
EU VAT Number
Street
City
Country Postcode
Telephone Fax

Event Details

Dates 18-19 October 2010
Venue 5 star location to be advised
City Budapest

Payment Details

*Credit Card Payment
Bank Transfer

Registration Fee

Regular Fee	<input type="text"/>	€ 995
Register 2 or more delegates	<input type="text"/>	€ 895
	<input type="text"/>	

*In case you choose to pay by credit card, our Finance Department will be in touch with you soon to ensure the maximum security of the transaction.

Stamford Global Finance

Authorisation

I certify that the above information is correct.
I am aware of the prerequisites of the registration.

Name
Job Title
Signature
Date

Terms & Conditions. Please read carefully before registration

Hotel Accommodation & Airport Transfer

Accommodation is not included in the training participation fee. To arrange accommodation at the conference venue, you will receive a reservation form with our Stamford Corporate Rate. Please arrange the room reservation and airport transfer directly with the hotel.

Confirmation Details

After receiving payment, a receipt will be issued. If you do not receive a letter outlining joining details 2 (two) weeks prior to the event, please contact us at operations@stamfordglobal.com

SALES CONTRACT

Client means the registering organization
Executor means Stamford Global

This registration form constitutes a legally binding sales contract between the Executor and the Client. All terms are mutually accepted and negotiated in good faith.

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- 2. Payment terms:** Following the receipt of the registration form, all payments are due within 5 (five) working days. All payments must be received before the commencement of the events. After registration all payments must be executed within the terms herewith irrespective of attendance. Should a portion of the Contract price be subject to state, federal, or local taxation, or VAT if applicable, the Executor reserves the right to add such charges to the final invoice or recover such sums from the Client at the time when they become due. Late payment: The client explicitly agrees the Executor entitled to charge a fix 20%/year late payment penalty for all payments received after the due date. Credit Card payments are subject to 4% handling and processing surcharge.
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