



Effective Negotiation Skills Workshop

Registration Form

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About the Workshop

At the end of the workshop, you will learn to : 1) Understand your negotiation style and use it effectively; 2) Negotiate well and plan for all elements of the process; 3) Apply cognitive, emotional and interpersonal intelligence; 4) Successfully make the proposal appealing to the other side; and 5) Keep the team to focus on the big picture and negotiate strategically.

Key Topics

- Setting Up For Success
 - You as a Negotiator
 - Preparation Checklist for Negotiation
 - Guide to Develop a Robust Plan
- Steering Towards a Win-Win Negotiation
 - Negotiating a Win-Win Situation
 - The Six Steps to Effective Negotiation
 - Optimising on your Influencing Skills
 - Leveraging on Sources of Power
 - Selecting the Appropriate Strategies & Tactics

The Speaker - Mr Arnold Chan

Arnold Chan has over 20 years of organisation development experiences while working in both the public sector and global organisations with a strong Pan Asian presence. He has led strategic initiatives ranging from HR transformation and talent management to M&A integration. Currently the Director and Principal Consultant of Grow Talent Pte Ltd, Arnold's management services span across a broad spectrum of industries in both public and private sectors. He has developed executives from Singapore, Australia, China, Hong Kong, India, Indonesia, Korea, Malaysia, Thailand, the US and Vietnam.

Who Should Attend This workshop is designed for anyone who negotiates at work, including: sales professionals, real estate agents, property managers, entrepreneurs, lawyers, accountants, engineers, health care professionals, educators, customer service representatives, labour relations specialists and HR professionals..

Date: 14 June 2024, Friday	Course Fees: \$328 per participant (Includes Handouts, Lunch & Refreshments)
Time: 9.00am to 5.00pm (Registration starts at 8.45am)	To register: Email your registration forms to us or register online.
Workshop Venue: Carlton Hotel 76 Bras Basah Road Singapore 189558	960 Dunearn Road, #06-25, Singapore 589486 Tel: 6293 9068 Email: info@kcacademy.com.sg Website: www.kcacademy.com.sg
	Payment Details: Payment by bank transfer or PayNow Corporate (UEN no. 201100115H) before commencement of workshop

Participant 1:

Participant 2:

Contact Person: (If different from above)

Company Name:

Company Address:

UEN No: Tel: Fax:

Upon receipt of registration, any cancellation must be confirmed in writing, and will be subject to a 10% administrative charge. If notice of cancellation is received less than 5 working days before the course date, or if participant fails to show, participants will be invoiced for the full fee. However, substitutes will be allowed. KC Academy Pte Ltd reserves the right to cancel/postpone the event or change the venue/date/time of the workshop in view of unforeseen circumstances.