



NEGOTIATION SKILLS



Administrative Staff College of India, New Delhi Centre

Date: 15 – 16 June, 2023

**Venue: Administrative Staff College of India, New Delhi Centre
C-24, Qutab Institutional Area, New Delhi, 110016, Delhi, India**

Introduction

Negotiation is a part of everyday life. Many do not recognise or realise that they negotiate on a daily basis and dread 'negotiation'. It holds the key to moving ahead in the workplace, resolving conflicts and creating value in contracts and relationships.

Most people frequently feel anxious in their daily lives; even for mundane, low stakes activities such as making a to-do list, driving to work or talking to others. Thereupon, even smart and healthy adults can feel nervous and anxious immediately, before or during a negotiation, which is not ideal.

In an effort to alienate their anxiety, negotiators tend to make decisions that inadvertently harm their performance, such as making concessional offers, responding quickly to counter offers, making steep concessions, and exiting negotiations prematurely. Moreover, a case of nerves simply takes the enjoyment out of the negotiation process. This calls for crafting strategies.

Even though everybody may not be natural-born negotiators, research consistently shows that people can significantly improve their negotiation skills through learning, preparation and practice. Understanding soft skills and abilities like communication, persuasion, planning, strategizing and cooperating is the first step to becoming an excellent negotiator.

This programme has been designed to help participants develop and improve negotiation skills

Objective

Become a more effective negotiator in professional and everyday life; learn how to succeed as a negotiator, whether settling a high-stakes deal for your organization or engaging in multiparty negotiations

The programme attempts to cover:

- Negotiation Fundamentals
- Managing the Tension Between Creating and Claiming Value
- Managing Emotions & Relationships
- Dealing with Difficult Situations
- Complex Negotiation and Organizational Challenges
- Putting it all together: Leading Through Negotiation

Duration of the Programme

15 – 16 June, 2023

Faculty

The faculty for the programme will be professors from Administrative Staff College of India (Hyderabad and New Delhi Centres); professionals from the industry and from the network institutions of ASCI

Key Takeaways

- Vital keys for success like soft skills, listening, preparation and understanding one's negotiating style
- Effective negotiation skills through conscientious planning; skilful questioning; skilful listening

Pedagogy of the Programme

Instruction will be through lectures, case discussions based on Indian experiences, Indian Companies Data, published case lets will be used extensively to drive home the concepts

Who should attend this program?

Professionals in business, industry, government, and non-government organizations with aspirations to take their strategic skills to a higher level

Certificate of Participation

The College issues a Certificate of Participation on conclusion of the programme

Programme Fee

Rs. 20,000/- plus GST as applicable (presently 18%) per participant

Bank Details

Bank Name	State Bank of India
Address	Bellavista Branch, Raj Bhavan Road, Somajiguda, Hyderabad – 500082
Beneficiary Account Name	Administrative Staff College of India
Bank Account Number	62090698675
IFSC Code	SBIN0020063

Programme Schedule

Day 1 – 15 June, 2023

Session No	Topic	Content
Session I	Negotiation Fundamentals	Theories and techniques of Negotiation with authoritative acronyms
Tea Break		
Session II	Strategies to start with	Recognize the Power of Thorough Preparation; Know Exactly What you want; Do your Homework; Place yourself in their shoes; Aim for a win-win situation
Lunch		
Session III	Skills of Dealing with Negotiation	Fundamental Principle to follow
Tea Break		
Session IV	Art of Influencing	How to influence parties in the negotiation

Day 2 – 16 June, 2023

Session No	Topic	Content
Session I	Top Factors for Successful Negotiation	<ul style="list-style-type: none"> • Know what you want • Know the other side • Consider the timing and method of negotiations • Prepare point by point • Offer benefits for accepting your offer • Frame your negotiation around one or two key points • Know your BATNA • Prepare options for mutual gain • Listening is the most powerful negotiation skill • Use the power of the draft
Tea Break		
Session II	Negotiation of Commercial Deals	How the economic evaluation of a deal is negotiated
Lunch		
Session III	Experience of Negotiation -Sharing of Experience of Association/ Union Executives	Association or Trade Unions how they negotiate
Tea Break		
Session IV	How the Deals are handled at country and multilateral organizational level	Experience of negotiation on trade issues among countries



ABOUT ASCI

ASCI is the first Management Development Institution set up in the country at the instance of the Government of India and industry in 1956 to impart state-of-the-art management education for practicing managers, a legacy that we proudly take forward with a strong alumni of over 1,63,000. We are proud of our alumni which includes the leaders of Indian industry and senior Civil Servants in the government, public sector undertakings to be a part of this unique organisation. We are thankful to you all for the support extended in the past and look forward to your continuing patronage in 2023-24.

Also, ASCI conducts customized programmes for Government of India, State Governments, Public Sector, Private Sector and various international organisations. Our experienced faculty bring to the table a wealth of academic credentials, rich industry exposure and act as a catalyst in the classroom discussions, case study analyses and tutorials. Our faculty also conduct international programmes which provide an exposure to the global best practices. In addition to this, faculty at ASCI also carry out large number of management research activities (typically about 100 each year) which helps them provide the much needed value addition in the training programmes. In addition, we conduct non-residential programmes at our New Delhi Centre as well as off-campus programmes at the venue of the client's choice.



Administrative Staff College of India

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Delhi Campus

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ADMINISTRATIVE STAFF COLLEGE OF INDIA

C-24, Institutional Area, South of IIT Behind Qutub
Hotel, New Delhi - 110016. India

Nomination Form Negotiation Skills

(15 – 16 June, 2023)

Nominee's Contact Information

Name (Mr/Ms)	:	_____
Designation	:	_____
Organisation	:	_____
Address	:	_____
Phone(s)	:	Office: _____ Mobile: _____ Home: _____
e-mail	:	_____

Sponsors Details

Name of the Sponsoring Authority:	_____	Designation:	_____
Organisation	:	_____	
GSTIN Number:	_____		
Address	:	_____	
		Pin code:	_____
Phone(s)	:	Office: _____	Mobile: _____
e-mail	:	_____	

Fee particulars

Amount Payable:	Mode of Payment (DD/Ch/NEFT):
Name of the Bank:	Date of Instrument/Transfer:
Instrument Number:	UTR Number for NEFT

NOTE: Forward nomination form to:

Mr. MP Vijaykumar – +91 9958946421; vkumar36@rediffmail.com

Ms. Reine Twinkle – +91 8787812194; reine@asci.org.in

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