



Management And Leadership

## Management and Negotiation Skills

## Course Introduction

---

This training course is designed to provide participants with the essential knowledge, skills, and strategies needed to excel in managerial roles and negotiate effectively in diverse organizational settings. Through a combination of theoretical insights, practical exercises, and negotiation simulations, participants will explore management fundamentals, communication techniques, strategic planning, and advanced negotiation tactics. The course covers topics such as decision-making, conflict resolution, risk management, and ethical considerations in negotiations. By the end of the course, participants will be equipped with the leadership skills, negotiation strategies, and confidence to manage teams effectively and negotiate successful outcomes.

## Target Audience

---

This course is suitable for managers, team leaders, supervisors, project managers, and professionals who are responsible for leading teams, making strategic decisions, and negotiating agreements within their organizations.

## Learning Objectives

---

- Identify the fundamental principles of management and the role of managers in achieving organizational goals.
- Develop effective communication and interpersonal skills essential for successful negotiation and stakeholder management.
- Gain proficiency in strategic management and planning to align organizational objectives with negotiation strategies.
- Master advanced negotiation tactics and techniques for achieving favorable outcomes in complex negotiations.

- Apply negotiation skills through practical exercises and simulations to build confidence and proficiency.

## Course Outline

---

### • 01 Day One

#### **Foundations of Management**

- Introduction to Management Principles and Functions
- Roles and Responsibilities of Managers
- Leadership Styles and Approaches
- Setting Clear Objectives and Goals
- Effective Time Management Techniques
- Decision-Making Processes in Management
- Delegation and Empowerment of Team Members

### • 02 Day Two

#### **Communication and Interpersonal Skills**

- Importance of Communication in Management and Negotiation
- Active Listening and Effective Questioning Techniques
- Nonverbal Communication and Body Language
- Assertiveness and Conflict Resolution Skills
- Building Trust and Rapport with Stakeholders
- Negotiation Preparation: Understanding Interests and Positions
- Techniques for Building Win-Win Negotiation Solutions

### • 03 Day Three

#### **Strategic Management and Planning**

- Overview of Strategic Management Process
- SWOT Analysis: Identifying Strengths, Weaknesses, Opportunities, and Threats
- Setting Strategic Objectives and Priorities
- Strategic Planning Tools and Techniques
- Aligning Strategies with Organizational Goals
- Negotiation Strategies for Achieving Strategic Objectives
- Risk Management in Negotiations and Decision Making

• 04 Day Four

Advanced Negotiation Tactics and Techniques

- Advanced Negotiation Strategies: Anchoring, Framing, and Concession Management
- Handling Competitive and Distributive Negotiations
- Collaborative Negotiation Techniques for Creating Value
- Negotiating Complex Deals: Mergers, Acquisitions, and Joint Ventures
- Negotiation Ethics and Professionalism
- Negotiation Simulation Exercises and Role-plays
- Review and Reflection on Negotiation Skills Development

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 7, 2025	April 10, 2025	4 days	4950.00 \$	England - London
May 4, 2025	May 7, 2025	4 days	4250.00 \$	KSA - El Dammam
Aug. 18, 2025	Aug. 21, 2025	4 days	4250.00 \$	UAE - Dubai
Dec. 15, 2025	Dec. 18, 2025	4 days	5950.00 \$	USA - Los Angeles