



HR Strategy and Training

Adaptive Negotiation Skills for HR Professionals

Course Introduction

One of the must have skills for the HR professionals is the ability to negotiate. When negotiation rolls around, or when an appointment of employment has been rolled out the HR will have to involve himself or herself and make the situation work out easily. A HR is the person who has to negotiate with both the management and the employees. So, he or she must have excellent negotiation skills. Negotiation is a communication skill between two or more parties, which is used to reach to a particular understanding, resolves the point of differences, and to gain mutual benefits for an individual or groups. This course is designed to explain the negotiation process in detail and demonstrate how to use it effectively, giving delegates the negotiation skills and strategies, they need to succeed in today's challenging commercial environment.

Target Audience

Who is this course for, and can benefit the most

- Is involved in HR Strategic and Management HR roles
- Has 4 to 7 years of experience in the HR
- Extensive knowledge of different HR functions
- Can judge complicated situations using HR knowledge acquired over many years.
- Understands the business beyond Human Resources and has influence within the overall organization.

Learning Objectives

At the end of the training course, participants will be able to

- To have a structure for analyzing the context of the negotiation and preparing an optimal negotiating position.
- To be able to plan a variety of tactics to manage movement towards a desired outcome.
- Understand how to open and conclude a negotiation.
- Improved face-to-face communication and rapport building skills.
- Greater awareness of tricks and tactics that may be being deployed against you.
- Develop strategies and tactics to manage the movement of the negotiation to a desired result.
- To create an Action Plan for continued development of the skills.

Course Outline

• 01 Day One

INTRODUCTION

- Phases of Negotiation
- Pre-Negotiation
- Conceptualization
- Settling The Details
- Follow-Up
- Types of negotiating behavior
- Distributive Negotiations
- Integrative Negotiations
- Common Approaches to Negotiation

• 02 Day Two

Dual concern Model

- Common Barriers to Objectivity
- What is really possible?

- Pareto Superior Solutions Pareto efficiency

- **03 Day Three**

How to create Pareto Superior Solutions

- Develop a Superordinate Goal
- Planning
- Importance of being clear about your expectations

- **04 Day Four**

Integrative Negotiation

- Mutually beneficial trade offs
- How to negotiate
- What to do when you get stuck?

- **05 Day Five**

How to be adaptable to meet your goals

- Closing the deal
- Group exercises

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 14, 2025	April 18, 2025	5 days	4250.00 \$	UAE - Dubai
April 27, 2025	May 1, 2025	5 days	2150.00 \$	Virtual - Online
April 28, 2025	May 2, 2025	5 days	4950.00 \$	England - London
July 27, 2025	July 31, 2025	5 days	4250.00 \$	KSA - Riyadh
Oct. 20, 2025	Oct. 24, 2025	5 days	5950.00 \$	Switzerland - Zurich

