

GLOBALINX CORP

International Training Consultants



Business Negotiation Skills

Essential communication skills for successful global business
Online Training and Coaching Program

Business communication skills your employees need to master for
their personal success, and for the success of your organization



Business Negotiation Skills

This program will help employees prepare successful business negotiations designed to meet the real interests of all parties.

Our program is based upon 30 years experience of training and developing Japanese business people to prepare and conduct successful negotiations in English.



Designed for Japanese employees to improve their language capabilities and business negotiation skills

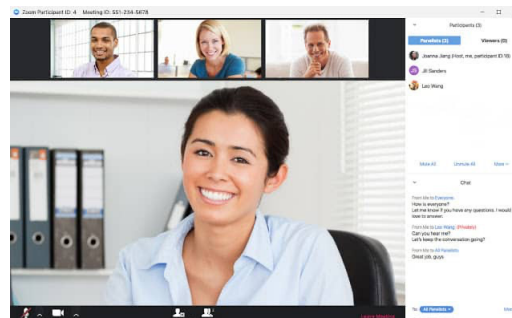
The purpose of this program is to help participants avoid common mistakes and improve their negotiation skills to a level suitable for international business.

The negotiation and communication techniques will help participants to prepare and conduct successful negotiations that meet the real interests of all parties.

Participants will learn how to:

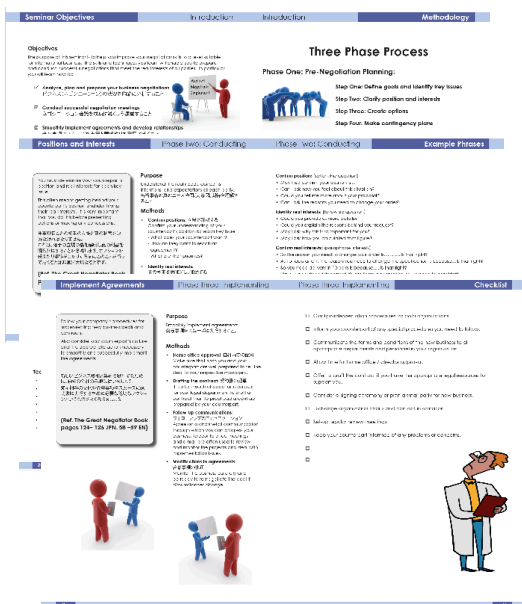
- Systematically analyze their negotiation.
- Conduct successful negotiation meetings.
- Smoothly implement agreements and develop relationships.

Online Lectures and Simulations



Specifically participants will learn how to:

- Systematically analyze their negotiation situations.
- Determine their position and interests for key negotiable issues.
- Create options that will help them achieve their negotiation goals.
- Develop contingency plans to strengthen their negotiation position.
- Take control of the negotiation meeting process.
- Begin meetings with clear opening statements.
- Focus the negotiation on finding solutions that satisfy each party's real interests.
- Assertively discuss differences and find solutions to overcome differences.
- Confirm agreements and action items to achieve workable solutions.



Who is this program for?

Designed for Japanese business people that need to prepare and conduct business negotiations in English.

It is recommend that participants have appropriate English language and communication skills, ideally a TOEIC of at least 600 points.

Key Program Elements

Phase One: Pre-Negotiation Planning:

Step 1: Define goals and identify key issues

How to define clear win-win goals and identify the key negotiable issues.

Step 2: Clarify position and interests

How to decide a clear negotiating position and identify real the counterpart's position and interests.

Step 3: Create options

Participants learn option formulation techniques to help them create win-win options that meet the real interests of each party.

Step 4: Make contingency plans

How to create contingency plans that strengthen negotiation positions, calculate the bottom-line and breakthrough negotiation deadlocks.

Strategy and Tactics

Participants learn how to decide the right strategy for different negotiations and the actions they can take to support their strategy.

Phase Two: Conducting the Negotiation

Stage 1: Opening statement

How to confidently begin the negotiation and take control of the meeting process.

Stage 2: Positions and interests

Key questions and phrases to identify the counterparts positions and real interests for each key issue.

Stage 3: Discuss options

Participants learn how to persuasively present proposals and assertive communication techniques to help them overcoming disagreements.

Stage 4: Confirm agreements

Participants recognize the importance of confirming agreements and action items in writing and confirm issues that have not been agreed.

Phase Three: Implementing Agreements

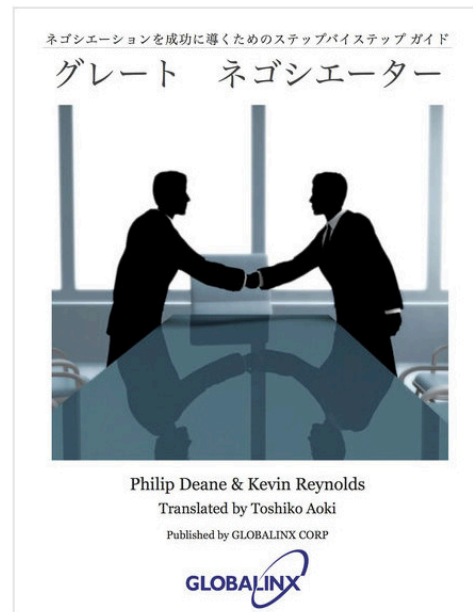
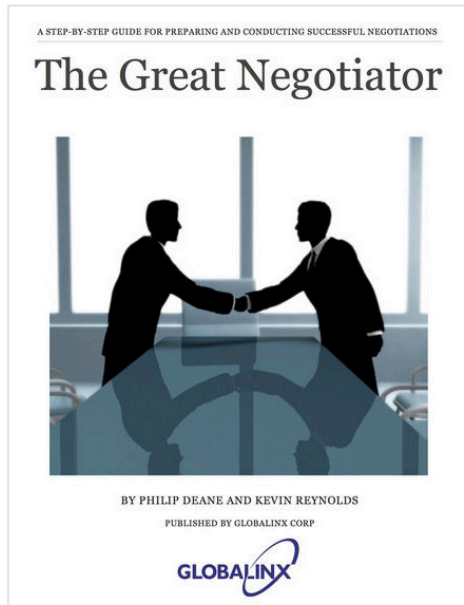
Clarify implementation procedures and keep your counterpart informed during the implementation phase.



7-week Program

Week 1 Orientation Online	Meet and greet the instructor Technical orientation for the online platform Program overview and schedule Assignment review 45 minute Lecture: Three-Phase Methodology Question and Answer
Week 2 Prepare Negotiation Case-study E-mail	Complete assignment and submit by email to the instructor. This includes the negotiation case-study analysis.
Week 3 Instructor Feedback E-mail	The instructor will evaluate the negotiation analysis and respond with comments and suggestions by e-mail.
Week 4 90-Minute Coaching Online	Simulation 1 One-to-One Negotiation with the instructor. Video review with instructor Identify strengths and weaknesses Summarize learning points
Week 5 90-Minute Coaching Online	Simulation 2 One-to-One Negotiation with the instructor. Video review with instructor Identify strengths and weaknesses Summarize learning points
Week 6 90-Minute Coaching Online	Simulation 3 One-to-One Negotiation with the instructor. Video review with instructor Identify strengths and weaknesses Summarize learning points
Week 7 Final Assignment E-mail	Complete self-evaluation and actions items. Submit by e-mail to instructor

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Program Highlights:

- A blended program combining live online training, e-mail support and self-study.
- Professionally developed materials and content including, The Great Negotiator book (available in English and Japanese) and a bilingual program workbook with exercises, examples and resources.
- Facilitated by professional instructors with over 25 years experience.
- Live simulations and coaching with immediate professional feedback and comments.
- Business negotiations simulations can be tailored to the client's industry.
- Proven three-phase methodology that participants can immediately apply to their next business negotiation.
- Participants learn skills and techniques that can be applied to both English and Japanese business negotiations.
- Flexible schedules and learning environment. Globalinx supports both Zoom and Webex



Instructor: Philip Deane

Phil Deane has over 25 years experience in corporate communications skills training. He is the co-author of several well-respected business skill books published in Japan (Asahi Press). He has designed and conducted business skill seminars for more than 50 clients in many different industries. He has designed and delivered pre-departure and inter-cultural training programs for both foreign and domestic companies. During his ten-year career at Philips Radio Communication Systems, he worked as a systems engineer and project manager. From 1986~88 he attended Anglia Ruskin University in Cambridge, graduating with distinction in Industrial Management.

GLOBALINX CORP

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Developing High Potential People for Global Business Since 1968

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