

“Negotiations 101”

Course Outline

Session	Time
Welcome & Introductions	9.00 – 9.10
Why are we here?	9.10 – 9.20
Importance of Well Planned & Executed Negotiations	9.20 – 10.00
Morning Tea (15 min)	10.00 – 10.15
Phase 1 – Negotiations Planning <i>(with breakout activities)</i>	10.15 – 12.00
Lunch (30 Min)	12.00 – 12.30
Phase 2 – Negotiations Execution <i>(with breakout activities)</i>	12.30 – 2.30
Afternoon Tea (15 min)	2.30 – 2.45
Phase 3 – Post Negotiations Actions <i>(with breakout activities)</i>	2.45 – 4.30
Wrap Up	4.30

“Making sure the result is a great outcome”