



Consulting and Training | Reach New Heights

Course Name

Advanced Negotiation, Stakeholder Management & Reporting

Sector Name

Interpersonal Skills and Self Development

Document Type

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Advanced Negotiation, Stakeholder Management & Reporting

Course Introduction

This advanced program is designed for professionals who interact with vendors, clients, and internal stakeholders. Participants will develop advanced negotiation skills, learn how to effectively manage stakeholders, and enhance their documentation and reporting capabilities.

The program provides practical frameworks and tools to ensure successful collaboration, clear communication, and accountable project governance.

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Advanced Negotiation, Stakeholder Management & Reporting

Target Audience

- ✓ Project Managers & Program Managers
- ✓ Senior Executives & Department Heads
- ✓ Business Development Managers
- ✓ Procurement & Contract Managers

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Advanced Negotiation, Stakeholder Management & Reporting

Learning Objectives

- Apply advanced negotiation techniques to achieve favorable outcomes with vendors and clients.
- Manage stakeholders strategically to align project objectives and expectations.
- Resolve conflicts and build collaborative relationships across teams and clients.
- Document agreements, decisions, and project updates clearly and professionally.
- Produce concise and actionable reports that support decision-making and accountability.

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Course Outline

✓ DAY 01

Advanced Negotiation Strategies

- Principles of negotiation in complex project environments
- Strategic preparation and planning for negotiations
- Techniques for influencing and persuading stakeholders
- Handling difficult negotiations and achieving win-win outcomes
- Integrating data and documentation to strengthen negotiation positions

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Course Outline

✓ Day 02

Stakeholder Mapping & Engagement

- Identifying internal and external stakeholders
- Assessing stakeholder influence, interests, and priorities
- Designing tailored engagement strategies for different stakeholders
- Building trust, credibility, and alignment with stakeholders
- Managing stakeholder expectations proactively

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Course Outline

✓ Day 03

Conflict Resolution & Collaborative Negotiation

- Understanding sources of conflict in vendor and client relationships
- Techniques for managing and resolving conflicts constructively
- Facilitating collaboration between competing interests
- Negotiating project scope, timelines, and resources collaboratively
- Maintaining professional and ethical standards during conflicts

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Course Outline

✓ Day 04

Documentation Best Practices

- Structuring agreements, action items, and decisions clearly
- Standardizing documentation formats for consistency and compliance
- Recording negotiations and stakeholder interactions effectively
- Maintaining audit-ready records for accountability
- Linking documentation to project reporting and governance frameworks

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Course Outline

✓ Day 05

Reporting & Communication for Decision-Making

- Preparing executive-level reports and dashboards
- Communicating negotiation outcomes and stakeholder updates effectively
- Integrating project, risk, and stakeholder data into reports
- Ensuring transparency, accuracy, and clarity in reporting
- Using reports to support strategic project decisions and governance

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 25, 2027	April 29, 2027	5 days	4250.00 \$	KSA , Riyadh
Oct. 4, 2026	Oct. 8, 2026	5 days	2150.00 \$	Virtual , Online
July 19, 2027	July 23, 2027	5 days	4950.00 \$	Greece , Athens

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