



Consulting and Training | Reach New Heights

Course Name

Mastering Planning and Negotiation Skills

Sector Name

Management And Leadership

Document Type

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Mastering Planning and Negotiation Skills

Course Introduction

Effective planning and negotiation are critical skills in today's dynamic work environment. This course is designed to equip participants with practical tools and strategies to plan effectively, communicate persuasively, and negotiate successful outcomes in both professional and personal contexts. Through interactive sessions, case studies, and role-plays, participants will develop confidence and competence in managing complex situations

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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.

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Mastering Planning and Negotiation Skills

Learning Objectives

- ✓ Understand the fundamentals of strategic and operational planning
- ✓ Apply structured planning techniques to achieve goals efficiently
- ✓ Demonstrate effective communication and influencing skills
- ✓ Understand negotiation principles, styles, and strategies
- ✓ Conduct successful negotiations with win-win outcomes
- ✓ Handle conflicts and difficult negotiation scenarios confidently

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Mastering Planning and Negotiation Skills

Course Outline

✓ Day One

Fundamentals of Planning

- ✓ Introduction to planning: importance and types
- ✓ Strategic vs. operational planning
- ✓ Setting SMART goals
- ✓ Environmental scanning (SWOT, PESTLE analysis)
- ✓ Time management and prioritization techniques

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Course Outline

✓ Day Two

Advanced Planning Techniques

- ✓ Project planning tools
- ✓ Risk assessment and contingency planning
- ✓ Resource allocation and budgeting basics
- ✓ Monitoring and evaluation methods (KPIs)

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Mastering Planning and Negotiation Skills

Course Outline

✓ Day Three

Introduction to Negotiation Skills

- ✓ What is negotiation? Key concepts and importance
- ✓ Types of negotiation
- ✓ Negotiation styles and self-assessment
- ✓ The negotiation process and stages

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Course Outline

✓ **Day Four**

Advanced Negotiation Strategies

- ✓ Preparation and planning for negotiation
- ✓ Communication skills: active listening, questioning, framing
- ✓ Persuasion and influencing techniques
- ✓ Managing emotions and difficult counterparts
- ✓ Cross-cultural considerations in negotiation

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Course Outline

✓ Day Five

Integration and Practice

- ✓ Linking planning with negotiation
- ✓ Conflict resolution strategies
- ✓ Ethical considerations in negotiation
- ✓ Review of key concepts and tools

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 10, 2027	May 14, 2027	5 days	4250.00 \$	UAE , Dubai
Aug. 30, 2027	Sept. 3, 2027	5 days	4950.00 \$	England , London
June 21, 2027	June 25, 2027	5 days	2150.00 \$	Virtual , Online
Oct. 11, 2027	Oct. 15, 2027	5 days	4250.00 \$	UAE , Abu Dhabi

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