



REGAL EXCHANGE
& ASSOCIATES LTD

Provider of Specialist Business Training

Legal

Finance

Leadership

Financial Negotiation

The Keys to Success

Course Director: Eric Evans
15th - 17th September 2010,
Lagos, Nigeria

- Negotiation in a Financial Context
- Alternative Forms of Negotiation
- Win / Win Negotiations
- Techniques of Persuasion
- Planning and Preparation
- Working as a Team
- Cultural Differences in Negotiation



Three Day Finance Course - Lagos, Nigeria



Financial Negotiation

The Keys to Success

Course director

Eric Evans is an experienced management consultant and business coach. Over the last twenty years he has developed and managed a range of courses for some of the world's best known companies. His experience allows him to speak with authority and experience on negotiation at an advanced and master-class level.

Eric has led international negotiations on major outsourcing deals, company acquisitions, PPP contracts, corporate financing and Government support. He brings this wealth of experience to the programme

Eric has postgraduate management qualifications from John Moores University, Liverpool and University of Manchester Institute of Science and technology. He is a visiting speaker at several European Universities and contributes to a number of MBA programmes. He develops and manages programmes for the Management Centre Europe, the European Institute of Purchasing Management and the Institute of Directors.

He is the author of 'Mastering Negotiations' published by Thorogood.

About the course

Negotiation is a core, indeed critical, skill for many business people. Sales, purchasing and many other functions necessitate a high level of capability in this area, but often the need for Financial Executives to be able to negotiate well is under estimated. For many executives involved in finance, the need for negotiating skills is made more important by the strategic nature of many financial negotiations. Mergers and acquisitions, MBOs, joint ventures, alliances with suppliers and customers, major corporate deals, trade and tariff negotiations with Governments and public officials, tax negotiations and discussions with consultants, auditors and other skilled entities all require a high level of negotiation ability. This programme has been developed for all those involved in these types of negotiations.

Who should attend?

This programme will be of use to all those involved in financial negotiations including:

- Finance Executives
- Public Sector Finance Managers
- Commercial and Investment Bankers
- Management Consultants
- Corporate Managers and Directors
- Suppliers to the Financial Services Sector
- Lawyers in Finance

Regal Exchange also provides In-Company training in a range of business related topics including Legal, Financial, Leadership and Environmental issues.

Please contact the in-company team for more details on
Tel: +44 (0) 20 3206 1150 Fax: +44 (0) 20 3206 1151
Email: incompany@regalexchange.com



Day one

Negotiation in a Financial Context

- Strategic issues
- Added complexity
- Ethical considerations

Negotiation in a Financial Context

- Competitive negotiations
- Collaborative and win / win negotiations
- Forms of bargaining
- Formal negotiation and tender situations

The Rules and Protocols of Negotiation

- Protocols which must be observed
- Protocols which can be changed
- Turning rules to your advantage
- Creating negotiation structures which increase the probability of success

Characteristics of Effective Negotiators

- Planning
- Behaviours which contribute to success
- Behaviours to avoid
- Dealing with unacceptable behaviour

Techniques of Persuasion

- Dealing with logic
- Dealing with power
- Dealing with emotion
- Other approaches

Case Study

Drinks Reception

Day two

Dealing with Difficult People

- Understanding why people can be difficult
- Resolving different points of view
- Approaches to resolving conflict
- Hints and tips and tricks and traps

Planning and Preparation Routines

- How accomplished negotiators plan
- Particular requirements for complex negotiations
- Templates for competitive and collaborative negotiations
- Eight critical planning steps

Working as a Negotiating Team

- Problems associated with team negotiations
- Making a team as strong as the strongest, not the weakest link
- Key roles which improve the probability of success
- Creating a unified approach

The Most Commonly Made Negotiating Errors

- Mistakes in controlling the negotiation
- Mistakes associated with the relationship between the sides
- Failing to achieve
- Self assessment against the twenty most commonly made negotiating errors

Case Study

Day three

Cultural Differences in Negotiation

- Understanding the differences between cultures
- Recognising individual and cultural styles
- Five simple approaches to overcoming cultural differences
- Recognising and dealing with other differences (non-cultural)

The Negotiating Self-Assessment Tool

- Assessing your natural style
- Experimenting during opportunities to negotiate
- Developing a personal development plan
- Prioritising your development plan

Problems to Resolve

- This session gives participants a number of problems frequently found in financial negotiations and asks them to find solutions working in groups. Proposed solutions are then discussed.

The Negotiating Clinic

- In the final session of the programme, participants discuss solutions to real negotiating problems they face. In a confidential environment, those present consider approaches and solutions.
- Action Planning. Programme participants summaries the actions they are going to take to embed the key issues from the programme into their organisations, and also into negotiations in which they are involved.

Summary

Course ends



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Registration

I wish to register for
Financial Negotiation,

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Course fees

Standard delegate fee: £1450

The fee includes all tuition, lunches, teaching equipment and course documentation. Delegates are responsible for their own accommodation. Delegate's places are not guaranteed until payment has been received. An invoice will be sent upon receipt of booking.

Booking/information

Mail to: Regal Exchange
and Associates, 2 - 8 Victoria
Avenue, London, EC2M 4NS

Tel: + 44 (0) 20 3206 1150
Fax: + 44 (0) 20 3206 1151

info@regalexchange.com
www.regalexchange.com

Photocopies of this form
are accepted

To register please fill in and return the form below

Personal details

Family name: (Dr./Mr./Mrs./Ms./Other):
First name:
Position: Department:
Company:
Address:
City: Postcode:
Telephone: Fax:
Email (required):

I have read and agree to abide by all terms and booking conditions on this form

Participant signature: Date:

Sponsor

We wish to register this delegate for the course indicated above. We undertake to pay his/her fee and release him/her from all company responsibilities for the period of the programme.
(please print clearly)

Name: Position:
Signature: Date:

Payment details

Cheque made payable to Regal Exchange and Associates Ltd. or SWIFT. Please always quote the invoice number which you will receive once you have registered, or alternatively please quote the reference REG 2010/07 and the delegates name in the transfer instructions.

Payment method: Cheque SWIFT

Cancellations and refunds

For Cancellations (which must be in writing) received by Regal Exchange and Associates 15 or fewer working days before the scheduled training event, the full fee is payable. For Cancellations more than 15 working days before the scheduled training event we charge a 33% cancellation fee. Refunds where applicable, will be made within 30 days of receipt of the written cancellation. Regal Exchange and Associates reserves the right to cancel events, change venues (within the same city) and substitute trainers, tutors and consultants at its discretion. Where events are cancelled by Regal Exchange and Associates, participants will receive a full refund for course fees paid, if alternative dates offered are not acceptable. If for any reason Regal Exchange and Associates decide to amend or cancel the event we will not be responsible for air-fares, hotel or other costs incurred by registrants.

Transfers and substitutions

Participants wishing to transfer to another course less than 15 working days before the scheduled training event will be charged a transfer fee of 33% of the full fee, on the basis that we allow only one transfer per individual made. Subsequent cancellation or transfers will be charged at the full rate. Participants wishing to transfer to another course more than 15 working days before the scheduled training event may do so at no charge. Views expressed by trainers are their own, Regal Exchange and Associates disclaims liability for advice given or views expressed by any trainer at courses listed in this brochure, or in any notes or documents provided to participants.