



# YOU CAN BE A CONFIDENT NEGOTIATOR

## Negotiation Skills for Women

A DYNAMIC ONE DAY COURSE IN SYDNEY

Less than 26% of women feel confident negotiating, compared to 50% of men. That's why YOU need to attend this course.

Enrol now to master 3 key steps

**1**

### PLAN your approach

- Assess your position
- Develop your strategy
- Create a back-up plan

**2**

### DIRECT discussion

- Manage information flow
- Exchange concessions
- Build a high gain deal

**3**

### CLOSE the deal

- Know when to walk away
- Ask for the deal
- Use closing frames

Learn to keep negotiations on track, build positive alliances and become a star negotiator.

# Course Outline

Look, feel and sound confident at the negotiating table. Learn a step-by-step approach to preparing your strategy, exchanging information and creating win-win deals. Overcome five key problems women face when negotiating. Build your skills and confidence - so you know what to do and say during even the toughest negotiations.

## BY THE END OF THIS COURSE, YOU WILL KNOW HOW TO...

1. Eliminate 'bad habits' which can limit your success as a female negotiator
2. Plan and structure a negotiation
3. Increase your negotiating power by developing a strong back-up plan
4. Exchange concessions to build a 'deal' or agreement
5. Handle dirty tactics calmly and assertively
6. Close a deal or formalise an agreement
7. Speak persuasively, using influential language techniques

### SESSION ONE

#### MISTAKES TO AVOID

Discuss gender norms and their impact on female negotiators' styles and approaches. Learn 5 key mistakes to avoid.

### SESSION TWO

#### SELF ASSESSMENT

Complete a quick questionnaire to discover the strengths and weaknesses of your negotiation style.

### SESSION THREE

#### STEPS FOR SUCCESS

Hear how to use five key steps to ensure you get a fair, viable and profitable deal when negotiating in business contexts.

### SESSION FOUR

#### PREPARATION

Get hands-on experience building a negotiation 'map'. Create a back-up plan, so you can walk away from unfair deals.

### SESSION FIVE

#### EXCHANGE

Negotiation is all about exchanging concessions. See how to use verbal 'frames' to manage this process effectively.

### SESSION SIX

#### DEAL MAKING

Discover how to build and package options. to create a deal. Handle dirty tactics and close off on a positive note.

## COURSE DATES AND VENUES

**Sydney:**

26 August 2017  
York Function Centre  
99 York Street, Sydney

“think  
learn?  
succeed”  
“smart training for clever people”



## MEET YOUR COURSE LEADER

Eleanor Shakiba is a people skills expert. She has trained over 50,000 professionals in the art of high impact communication. She writes, coaches and consults in the areas of business communication and conflict resolution.

Eleanor started her career as a writer and theatre director. She next moved into training and management roles at the University of Sydney. Today, she is one of Australia's leading trainers in the field of breakthrough communication. She is the author of *Difficult People Made Easy* and has written 90 training programs.

Her qualifications include a B.A. in Social Anthropology; Graduate Certificate in Adult Education; Graduate Diploma in Counselling, Master Practitioner and Trainer accreditation in Neuro Linguistic Programming; DISC and MBTI accreditation.

Eleanor is passionate about helping people turn difficult conversations into constructive dialogues. Students describe her as 'a lively and enthusiastic presenter who can keep you engaged for hours.'

**ENROL NOW**

[www.thinklearnsucceed.com.au](http://www.thinklearnsucceed.com.au)



# BOOK YOUR SEAT

YOU can become a savvy negotiator!

## Course Details

This course is offered in Sydney. Eleanor is looking forward to working with you.

**SYDNEY  
WORKSHOP  
26 AUGUST 2017**

9.00 to 4.30  
BCA Training Rooms  
Level 1,  
65 York St, Sydney

**BOOK YOUR SEAT**

Book before  
5 August 2017

**\$440**  
**EARLY BIRD  
PRICE**  
Normally \$550

Your course fee covers  
extensive notes, lunch and  
an inspiring day of training  
with well-known trainer  
Eleanor Skakiba

## What clients say about Eleanor's courses

"Great course which gave  
me insight and useful tips I  
can use right away"

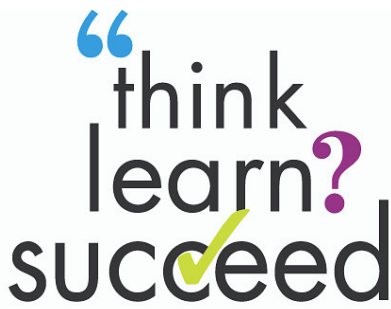
Amber Emery  
University of New England

"Very good overview of  
negotiation. Facilitator was  
great at tailoring to needs"

Sarah Dickson  
Zurich

"The course was very  
useful – loads of practical  
solutions"

Vanessa Di Francesco  
Moriah College



"smart training for clever people"

P.O. Box 1541 Rozelle NSW 2039  
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# REGISTER HERE

Or enrol online at [www.thinklearnsucceed.com.au](http://www.thinklearnsucceed.com.au)

## 1. CHOOSE YOUR LOCATION , DATE AND PRICE

Sydney 26 August 2017       Early bird (before 5 August) \$440       Standard \$550

## 2. PROVIDE YOUR CONTACT DETAILS

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Email: \_\_\_\_\_ Work phone: \_\_\_\_\_

After hours phone: \_\_\_\_\_ (For urgent situations such as last minute venue change)

Company name: \_\_\_\_\_

Postal address: \_\_\_\_\_  
\_\_\_\_\_

## 3. CONFIRM ACCEPTANCE OF REGISTRATION TERMS

I agree to the following registration terms.

If a registration is cancelled more than 21 working days before the date of the scheduled workshop, the fee of the workshop will be refunded, minus a \$330 processing fee. If a registration is cancelled between 21 and 7 working days before the date of the scheduled workshop, the registered participant will receive a redeemable credit note that can be used to attend another Think Learn Succeed workshop. The credit note will be valid for 6 months from the date of the workshop. If a registration is cancelled less than 7 working days before the date of the scheduled workshop, no refund or credit note will be issued. An alternative participant may attend in the place of the registered participant

In rare circumstances, unexpected events can lead to Think Learn Succeed workshops being cancelled or rescheduled. Think Learn Succeed therefore reserves the right to change the speaker, date or venue at any time prior to the event. Think Learn Succeed will minimise the risk of changes to any workshop and will notify all participants of any changes as soon as possible.

Name \_\_\_\_\_ Signature \_\_\_\_\_

## 4. PROVIDE PAYMENT DETAILS

Visa - Master Card - American Express       Cheque made payable to Think Learn Succeed Pty Ltd

Card number: \_\_\_\_\_

Payment amount: \_\_\_\_\_

Name on card: \_\_\_\_\_

Signature: \_\_\_\_\_

Expiry date: \_\_\_\_\_ Security code: \_\_\_\_\_

**Thank you for your registration**