

HYBRINAR (Seminar and Webinar) on 10 September 2021 (Fri) Business Uses of Negotiation and Mediation Skills (Co-organised with HKIE for CPD) CPD0936/2021

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Content:

- Business applications of negotiation and mediation skills
- Understanding Negotiation
 - True meaning of and effective approaches in negotiation
 - Re-understanding commercial disputes and differences
 - Different levels of negotiation
 - Key phases in getting win-win consensus
 - Factors affecting negotiation
 - Negotiation tactics and counter tactics
- Using Mediation
 - Theories and trend of mediation
 - The process and roles of mediation
 - Mediation skills and practices
 - Confidentiality and mediation privilege
 - Handling troubles and troublemakers in bargaining
- Preparing and planning for action in mediation

Introduction:

Business managers and professionals now spend much more time to get others to agree without realising it. Indeed, a core competency for nowadays business managers and professionals in getting successful management of projects is to achieve consensus over decisions and agreements made. The trend teamwork further calls for the proper understanding and use of negotiation and mediation skills in the daily work environment. Using lecture and workshop sessions, this seminar is tailor-made for business managers and aims at the improvement of personal and business skills for getting better results and, in turn, more positive successes to daily situations in the commercial environment.

Time: 09:30 – 17:00

Date: 10 September 2021 (Fri)

Speaker(s): Practising Barrister(s)

Medium: Cantonese

(Supplemented with English)

REGISTRATION SLIP

Please complete and return the standard reply form together with a ***crossed cheque*** made payable to
“**Hong Kong Legal Training Institute Ltd.**” addressed to
Hong Kong Legal Training Institute,
Rm 503, Tower Two, Lippo Centre, Admiralty, Hong Kong.

For enquiries, please contact us at email@hklti.hk or on +852 2869 6322.

Event Name: Business Uses of Negotiation and Mediation Skills

Event Code : CPD0936/2021

Please tick as applicable in relation to the registration fee.

HKLTI Member: I enclose a cheque of **HKD1,350.00**. Non-Member: I enclose a cheque of **HKD1,500.00**.

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*Type of Business/Industry: Banking & Financial Construction Education Food & Beverage Government I.T. Retail
 Logistics Manufacturing Professional Service Property Others:

*First Training with HKLTI? Yes No *Training Mode: Face-to-Face Online

*Where did you hear about this course? HKLTI Website Facebook LinkedIn Instagram In-house Training Department
 Marketing eDM Referral Co-organiser(s) Others:

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NOTES:

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