

Workplace Uses of Negotiation and Mediation Skills

[CPD0709/2024]

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Conflicts in the workplace need careful handling. **Mediation skills** offers important benefits to resolve workplace conflicts. The training situations mainly focuses on the learning and application of mediation skills to handle workplace common relationship issues that arise in the workplace. It also highlights, with a view to creating a sustainable and harmonious working environment.

Content:

- Understanding the nature of workplace conflicts
- Workplace applications of mediation skills
- Theories and trend of mediation
- Benefits of using mediation skill in the workplace
- The process and roles of mediator
- Mediation skills and practices for conflict resolution
- Handling troubles and troublemakers in bargaining
- Case reviews and situation studies

DATE: 31 July 2024 (Wednesday)

TIME: 9:30am-12:30pm & 2:00pm-5:00pm

SPEAKER: Practising Barrister(s)

MEDIUM: Cantonese (with English Materials)

MODE OF TRAINING: Seminar / Webinar

FEE: \$1,800

REGISTRATION SLIP

*All fields are required.

Please complete and return the standard reply form addressed to
Hong Kong Legal Training Institute, Rm 503, Tower Two, Lippo Centre, Admiralty, Hong Kong with the below payment methods:-

1. A crossed cheque made payable to "Hong Kong Legal Training Institute Ltd." OR
2. FPS ID "169170578" and send the transaction record to email@hklti.hk

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

Event Name: Workplace Uses of Negotiation and Mediation Skills

Event Code: CPD0709/2024

*Please tick as applicable in relation to the registration fee.

HKLTi Member: I enclose a cheque of **HKD1,620.00**. Non-Member: I enclose a cheque of **HKD1,800.00**.

I may be contacted via the details provided below. I understand that the organiser(s) intends to use my below email for sending me their training / event information organised / supported by them and **I may object to such use by ticking the box below.**

*Name: Mr./Ms. *HKLTi Membership No. (if any): _____

*Company: _____ *Position: _____

*Address: _____

*Tel: (Mobile) _____ (Office) _____ (Fax) _____

*Email: _____ Years of Working Experience: _____

*Preferred Mode of Training: Face-to-Face Online First Training with HKLTi? Yes No

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

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

I would like to apply the HKLTi Membership. By applying the HKLTi Membership, I understand, agree and accept to all matters stating at HKLTi Membership Terms and Conditions.

I **object** to the use of my above email or fax no. by the HKLTi for such direct marketing.

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NOTES:

1. Registration is subject to confirmation by the organiser(s).

2. The organiser(s) reserves the rights, when necessary, to cancel or to change the logistics and the delivery, including the visiting lecturer(s), content, date, time, venue and/or mode of delivery for the training. Specifically, hybrid training may be changed to be delivered (if not cancelled) by webinar mode only and/or vice versa, depending on the circumstances.

3. In order to protect the confidentiality of HKLTi visiting lecture(s) and contents, participants are prohibited from taking photographs or making video and audio recordings during the delivery of HKLTi seminar(s) / webinar(s) / hybrid(s) / workshop(s) / online training / training.