



NEGOTIATION AND MEDIATION SKILLS for Managers and Professionals

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. 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.

(a) Module 1: Understanding Negotiation

- True meaning of and effective approaches in negotiation
- Re-understanding commercial disputes and differences
- Key phases in getting win-win consensus
- Negotiation
- tactics and counter tactics

(b) Module 2: Using Mediation

- Theories and trend of mediation
- Mediation skills and practices
- Handling troubles and troublemakers in bargaining
- Preparing and planning for action in mediation

CONTENT

Date & Time: 16th Aug 2016 (Tuesday) 9:30a.m. - 5:00p.m.
 Fee: HK \$1,500
 Venue: 19/F., K. Wah Centre, 191 Java Road, North Point, Hong Kong
 Language: Cantonese with English handouts
 Trainer Profile: **Mr. Richard Sham, Barrister-at-law & Accredited Mediator**

Richard appears in a wide range of Courts and Tribunals, both as a sole advocate and as a junior. In addition to his civil practice, Richard also conducts prosecutions for the Department of Justice and acts as a defence counsel in various criminal cases. Richard is listed on both the HK Bar Association's List of Mediators and HKMAAL's List of General Mediators and has acted as a mediator in civil disputes. Before being called to the Bar, Richard practised as a solicitor in Sydney since 2002 until he joined IFPI in 2007 as an in-house lawyer working for the recording industry and he has particular experience advising international music companies on IP protection, licensing, enforcement and litigation.

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香港法律培訓學院
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