



Negotiation Skills for The Oil And Gas Industry

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Course Summary:

During this course, participants will learn how to apply a structured approach to effective negotiating. Combining this with the practice sessions incorporated into the program this course is designed to improve participants' confidence in negotiating and improve the outcomes of their negotiations. Attendees will be exposed to the Breakthrough Negotiation Strategy to help them achieve results in difficult and complex negotiations.

The bulk of this interactive course comprises of realistic, oil industry-based, role-play negotiating scenarios based on a variety of commercial and non-commercial situations. This is underpinned with instruction in negotiating principles and methodology, as well as essential checklists for planning and

Who Should Attend?

This introductory intermediate-level workshop is aimed at those with little or no previous negotiating experience who wish to improve their ability and confidence. It is suitable for a variety of professionals working in the oil and gas industry, as well as those involved in commercial and inter-personal negotiations.

Course Objectives:

On the first day, participants will learn what is meant by negotiation, their potential and attitude to negotiations, and the key sequence of negotiating steps. The sequence of negotiating steps will help them learn to appreciate the value of completing one step before proceeding to the next.

Negotiation will always be a process that involves people. Participants will learn how to use effective listening and questioning techniques to understand the motivation of the different personalities with whom they are negotiating. They will also learn how to use this to influence the other party to achieve better results. The advantages and disadvantages of negotiating by phone or email will also be reviewed in the context of how cultural differences affect international negotiations.

Course participants will learn how to develop alternative bargaining strategies and the corresponding effective bargaining techniques. This session will also provide direction on how and when to avoid premature bargaining, how to resolve impasse, how to deal with conflict, and how to offer and extract concessions. This will be followed by how to recognize closing signals, confirm and follow-up, and how to lock in what has been agreed. Following the tips on how to negotiate in teams, participants will move on to implementing what they have learned in a team negotiation centered on the award of a contract.

Course participants will learn what is meant by the Breakthrough Strategy and how it can be used to deal with difficult people and difficult situations. Each of the methods will be supported by examples and the opportunity for participants to identify and practice them, then apply them in a team environment.

Participants will learn the subtleties and respect that will need to be applied to international negotiations, what conflict management styles they may use under differing negotiation conditions, and a structured approach to dealing with contract disputes. Participants will also be provided with the opportunity to practice them and then apply them in a team environment. Learning will be consolidated by reviewing research findings about the habits of successful negotiators.

Course Outline:

Day 1:

Understanding the Negotiation Process and Negotiating Outcomes

Negotiation process

Preparing for negotiation

Initiating and presentation

Role play: 1 to 1 Negotiation

Day 2:

Communication and Human Behavior in Negotiations

Effective verbal and non-verbal communication

Handling international negotiations

Recognizing cultural differences
Overview of bargaining and presentation stages
Role play: 1 to 1 Negotiation

Day 3:

Bringing the Deal to a Successful Conclusion
Bargaining
Closing the deal
Team negotiations
Role Play: Team Negotiations

Day 4:

Breakthrough Strategies
To the balcony: keeping your eye on the prize
Disarm them: stepping to their side
Change the game: reframing
Building the golden bridge
Bringing them to their senses, not to their knees
Role Play: Team Negotiations

Day 5:

Conflict Management Styles and Disputes
Virtual international negotiations
Managing conflict
Contract disputes
Habits of successful negotiators
Role Play: Team Negotiations