



MALTA UNIVERSITY CONSULTING

NEGOTIATION SKILLS

Monday 23rd July 2012

**One-day seminar organised by
Malta University Consulting**

General Information

The seminar will take place at the University Residence, Robert Mifsud Bonnici Street, Lija on Monday 23rd July 2012 from 08.30 to 17.30.

Negotiation Skills is a seminar which aims at improving one's negotiation skills through the implementation of a proven negotiation process. This negotiation skills training content is ideal if you want to train yourself on how to negotiate effectively. The objectives of this seminar are :

- Understand the relationship between conflict and negotiation
- Identify the key roles and responsibilities required by the negotiation team
- Implement an effective negotiation process

The seminar will be conducted by Mr Paul Dalli, Mr Joseph Montebello and Mr Joseph Tanti.

Mr Paul Dalli is a certified Accountant by profession and is presently a retired entrepreneur. For more than 15 years he was involved in the Healthcare and Medical industry. Presently he is the President of the Maltese Mentoring Society as well as the European Mentoring & coaching Council (Malta).

Mr Joseph Montebello has over 30 years experience in the manufacturing sector in Malta occupying top managerial positions in Human Resource Management, and Production Operations Management areas. He is currently a freelance management trainer and consultant and Secretary of Families for Life Long Learning, a non profit organisation.

Mr Joseph Tanti has over 25 years experience in the tourism industry. Between 1996-1999 he was senior lecturer at the International Hotel Management Institute, Lucerne, Switzerland. He is presently head of Industry Human Resource Development as also a Board Member of the Institute of Tourism Studies.

The registration fee for a participant is **€95** covering:

- Morning coffee break
- Lunch
- Certificate of attendance, awarded to participants at the completion of the seminar

Cheques are to be made payable to **Malta University Consulting Ltd.**

Further information can be obtained from:

Malta University Holding Co. Ltd., Robert Mifsud Bonnici Street, Lija

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PROGRAMME

Monday 23rd July 2012

08.30 - 09.15	Introduction & Ice breaker
09.16 - 10.15	Conflict vs. Negotiation
10.15 – 10.30	Coffee Break
10.31 - 11.30	Workshop I - The Negotiation Concept
11.31 - 12.30	The Negotiating Team - Key Roles & Responsibilities
12.31 – 13.30	lunch
13.31 - 14.00	Summary of Morning Session/Questions/Clarifications
14.01 - 14.45	Workshop II - Role Play (Case Study)
14.46 - 15.45	Negotiation Process Part I - Preparation & the Opening Position
15.46 - 15.55	Short Break
15.56 - 16.30	Negotiation Process Part I - Bargaining, Movement & Closing
16.31 - 16.50	Summary and Question Time
16.51 - 17.00	Final Comments & Conclusion