



### Workshop on Negotiation Skills and Techniques

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□□□□ : 5 11□ 2024

- : Workshop
- : Geneva, Switzerland
- : 14 11□ 2024 to 15 11□ 2024
- : 2 Days
- : Multilateral Diplomacy
- : <http://www.unitar.org/cdt>
- : US\$1,000.00
- email: diplomacy@unitar.org

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Effective negotiation is critical in many areas, as the ability to reach mutually satisfactory agreements is a key skill in almost any field. Because of this, developing skills to master the art of negotiation is crucial. Preparation is key, especially when creating consensus and partnerships, as well as improving relationships, both within the participant's organizations and with external partners. Before addressing specific issues, it is necessary to negotiate the process and agenda. In any negotiation, communicating effectively, using active listening skills, and asking relevant questions are vital before presenting

persuasive arguments. Establishing common ground before expressing ones own demands is also crucial. In short, participants will gain insights into their own negotiation behaviours and learn when to maintain their approach or adapt it to different contexts.



By the end of the workshop, participants will be able to:

- Explain what negotiation responsibility is;
- Analyze diplomatic negotiation;
- Build consensus, an efficient process and a more active communication;
- Facilitate the peaceful resolution of conflicts;
- Identify their improved knowledge and competencies as negotiators



In order to make this training workshop as interactive as possible, simulations and role-play exercises are used and discussed. Participants are asked to describe good practices. They are also provided with techniques for their daily negotiations, for their preparations, actions, and reviews.



The course is designed to be interactive and participatory, including various pedagogical tools to enable the participants to function effectively and efficiently in multilateral conferences. The course will be built on four pedagogical pillars: concept learning (lectures and presentations), role-playing (group exercises), experience sharing (roundtable discussions), and exposure to real-world problems and policy choices delegates are confronted with.



This course is open to:

- Members of Permanent Missions accredited to the United Nations Office in Geneva;

- Delegates of Ministries of Foreign Affairs and other government officials;
- Representatives of international, intergovernmental, and non-governmental organizations and Diplomatic academies;
- Members of the private sector.



### **Insurance Waiver:**

By applying to the Workshop on Negotiation Skills and Techniques, all participants confirm that they are aware that the United Nations Institute for Training and Research (UNITAR) does not insure participants for this course. All participants are advised to arrange at their own expense insurance against sickness, accident, permanent or temporary disability, death and third party risk for the period of the meeting including travel time.

### **Discount for Eastwest European Institute Alumni:**

Alumni from the Eastwest European Institute can benefit from a 10% discount for this training. After you complete your application, kindly send your Eastwest Certificate of Participation to [diplomacy \[at\] unitar.org](mailto:diplomacy@unitar.org) ([diplomacy\[at\]unitar\[dot\]org](mailto:diplomacy@unitar.org)). UNITAR will verify your alumni status and, upon confirmation of the latter, apply the discount.

### **Certificate:**

Participants who have attended all the sessions will receive a certificate of participation.

### **Registration:**

To complete your registration, please write an email to [diplomacy \[at\] unitar.org](mailto:diplomacy@unitar.org) ([diplomacy\[at\]unitar\[dot\]org](mailto:diplomacy@unitar.org)) with your CV and a copy of your passport.

*Note: The dates are provisional and are subject to change. Participation is on a first-come, first-served basis, and registration will be closed once we have reached the maximum number of participants.*