



unitar

United Nations Institute for Training and Research

Unitar Online Catalogue

Workshop on Negotiation Skills

□□ :	Workshop
□□ :	Geneva, Switzerland
□□ :	30 9□ 2013 to 1 10□ 2013
□□ :	2 Days
□□□□ :	Peace Security and Diplomacy, , Multilateral
Diplomacy	
□□ :	http://www.unitar.org/mdp/
□□ :	US\$800.00
□□□□ email:	diplomacy@unitar.org
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□□ :	UK Mission to the United Nations at Geneva

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Obtaining a positive outcome from meetings and negotiations – whether formal or informal - can be a challenging task, and something that many of us struggle with. Working in a multilateral setting adds an additional layer of complexity.

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Delivered over two days, this workshop will give you a stronger technical understanding of how multilateral negotiations work and how to prepare for them, as well as a very practical opportunity to work on techniques to help you understand the impact you have on others and find ways to flex your behaviours to reach the most successful outcomes. During the practical exercises you will have an opportunity to test out your learning in a simulated and safe environment, and receive feedback and focused coaching to strengthen your negotiating impact.

You will leave the workshop with:

- Increased awareness of negotiation complexity in multilateral settings;
- Improved analysis of your own negotiation methods and those of others;
- More confidence in dealing with tensions, differences, and conflicts in negotiating contexts and in the workplace;
- Practised skills and techniques that you can take back into the workplace;
- Focussed coaching on how to deal with the specific negotiating issues that you face.



This workshop provides a simple, user-friendly methodology with which to construct audience-focused negotiation skills. The sessions will be highly participative in nature, combining short presentations, exercises, case studies, discussion groups and video analysis. Preparation and active participation are the keys to the success of this workshop.



This workshop is intended for members of permanent missions accredited to the United Nations Office at Geneva and to the World Trade Organisation and the Conference on Disarmament. The workshop is also open to other senior government officials, international civil servants and senior managers from the private sector.

UNITAR reserves the right to make a selection among candidates. The selected candidates are requested to regard their participation as a firm commitment and to attend the course in its entirety.



Deadline for registration 23 September 2013

The workshop will take place on Monday, 30 September and Tuesday, 1 October 2013 between 9am and 5pm.

The workshop will take place at Musée Ariana,

Avenue de la Paix 10, 1202 Geneva.

The workshop will be conducted in English. Participants will be provided with a set of background material at the beginning of the event. Prior to the workshop participants will be required to fill in a short pre-training questionnaire to allow the trainers to tailor the workshop to individual needs and to prepare for role-plays. Participants who have followed the workshop in its entirety will be awarded a certificate.

Registration for the workshop has to be done online, clicking on the box "How to register" higher on this page.

The course participation fee is 800 USD.

We highly recommend credit card payments. Participants may pay individually per course attended, or their government may wish to cover the costs of an annual subscription. More information about UNITAR's Core Diplomacy Training (CDT) pricing policy is available at: <http://www.unitar.org/mdp/cdt>.

A fee-waiver is applicable to requesting members of Permanent missions from countries classified by the World Bank as "lower-income", "lower-middle income", and "higher-middle income" economies. To apply for a fee waiver diplomats only have to send an email containing their contact details and the course title to: [diplomacy \[at\] unitar.org](mailto:diplomacy@unitar.org) ([diplomacy\[at\]unitar\[dot\]org](mailto:diplomacy@unitar.org)). The fee-waiver fellowship covers the participation fee however it does not cover any travel expenditures.

Registration will be closed as soon as the course is full and your place will be secured once your payment is confirmed.

Important: Upon course registration, the applicant accepts to make the full payment for the UNITAR course(s) immediately following receipt of the invoice and payment information. UNITAR reserves the right to rescind an applicant's enrollment at any time in case of non-receipt of payment. Payment is non-reimbursable but upon approval may be credited to another course.