Unitar Online Catalogue

Workshop on Negotiation Skills and Techniques (Advanced)

Cross-fertilizing Knowledge

□□□□ : 13 Mar 2020

□□ :	Workshop
□□ :	Geneva, Switzerland
□□ :	16 □□ 2020 to 17 □□ 2020
□□ :	2 Days
□□□□ :	Multilateral Diplomacy
□□ :	http://www.unitar.org/cdt
□□ :	US$1,000.00
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Diplomats negotiate all the time. This workshop aims at improving participants' analytical and interpersonal skills in their continual negotiations to make sure they do first things first. It is important to prepare before action, especially when strong coalitions and consensus are needed, and to improve the quality of relationships, internally through the mandate, and externally with the representatives of other partner states, before any other action. Negotiating the process and agenda is needed before dealing with problems and issues. In a

meeting, negotiators must also communicate effectively, and use effective listening before speaking, asking relevant questions before presenting persuasive arguments. They also need to identify common platforms with others, before they express their own demands. In other words, participants will become more aware of how they behave in negotiation contexts, and whether or not they should behave the same way, or differently.

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Like a skilled leader, a diplomat must be an effective negotiator. This advanced negotiation workshop aims at improving participants' analytical and interpersonal skills during complex negotiations as well as exploring conflict and crisis management.

Authority is not enough to get things done. Both negotiators and leaders must learn to empower and motivate their teams and lead in situations where they may not have any formal authority. They must know which decisions are the right ones and how to make them. When building their vision and goals, they must create a process that includes all stakeholders, build coalitions and communicate effectively. It is important to prepare before action, especially when strong coalitions and consensus are needed, and to improve the quality of relationship before any other action. Negotiating the process and agenda is needed before dealing with problems and issues. In a meeting, negotiators and leaders must also communicate effectively, and use effective listening before speaking, asking relevant questions before presenting persuasive arguments. They also need to identify common platforms with others, before they express their own demands.

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At the end of the workshop, participants will have:

- Increased awareness about negotiation responsibility and complexity;
- Improved skills at analysing complex and crisis negotiations and at how they support leaders;
- Learned how to facilitate the peaceful resolution of conflicts;

- Analysed a process of decision-making and negotiation through a case study.

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In order to make this training workshop as interactive as possible, simulations and role-play exercises are used and discussed. The workshop also includes a case study for which a film will be shown. Participants are asked to reflect upon and describe good practices to build responsible negotiation and leadership.

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The methodology of this course will include:

- Interactive Presentations
- Group discussions
- Evaluation and discussion of practical guidelines
- Skills development exercises

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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 are equally invited to benefit from this workshop.

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The workshop will be conducted in English.

For more information, please write an email to diplomacy [at] unitar.org (diplomacy[at]unitar[dot]org) or visit www.unitar.org/cdt