



An Intensive 5-Day Training Course

# Mastering Communication, Negotiation and Presentation Skills

## PROGRAMME SUMMARY

Having established the concept of communications, negotiations and presentations within the workplace, this Mastering Communication, Negotiation and Presentation Skills training course takes participants to the next level of capability by strengthening, enhancing and mastering these vital essentials.

Date	Venue	Fee(\$)
12 - 16 Jun 2022	Dubai	US\$ 4,950
23 - 27 Oct 2022	Dubai	US\$ 4,950


## INTRODUCTION

Developing confidence with inter-related skills of communication, negotiation and presentation is the key to success both for individuals building their careers and for the organisations in which they work.

Collectively known as 'soft skills' the art of communications, negotiations and presentations will:

- Compliment hard skills which are vital occupational requirements
- Be highly sought out by employers
- Support personal effectiveness and success of individuals
- Develop competence and capability to help strengthen personal profile and image

Drawing on classical learning, psycho-linguistic research and ideas associated with NLP and Emotional Intelligence, this highly-interactive and hands-on EuroMaTech training course helps participants explore and practice the principles and techniques they need to be effective communicators, negotiators and presenters. Most importantly, it focuses on helping them apply these skills in the workplace as part of a process of continuous learning.

Virtual learning service available 



## TRAINING METHODOLOGY

This is a highly practical and interactive training course designed to engage, motivate and inspire participants through discussion, role play and experiential simulations.

Participants develop a range of skills to help develop Communications and Negotiations but primarily it is designed to develop the capability of delivering world class presentations. Each participant is asked on the programme to prepare and deliver a presentation and will receive feedback on not only their technical capability but their performance capability as well. Presentations are filmed for additional analysis with each participant receiving a copy of their own film via a memory stick.

## WHO SHOULD ATTEND

This Mastering Communication, Negotiation and Presentation Skills training course is essential for all Managers, Professionals and anyone whose job involves communicating with, and influencing, other people.

## PROGRAMME OBJECTIVES

By the end of the Mastering Communication, Negotiation and Presentation Skills training course, participants will be able to:

- Develop communications on a one-to-one basis and in group situations such as meetings, negotiations and presentations
- Build rapport and strengthen their interpersonal relationships and as a result develop their influencing skills
- Work towards mutually satisfactory agreements through professional negotiations leading - where possible - to win / win solutions
- Deliver professional presentations to small and large groups with clarity, persuasiveness and confidence

## In-house Training

EuroMaTech is capable of conducting this training programme exclusively for your delegates. Please e-mail us on [inhouse@euromatech.ae](mailto:inhouse@euromatech.ae) for further information and/or to receive a comprehensive proposal.



+971 50 196 6003

**Email Address:**  
[info@euromatech.ae](mailto:info@euromatech.ae)

**Website:**  
[www.euromatech.com](http://www.euromatech.com)

## QUALITY CERTIFICATIONS & ACCREDITATIONS



# COURSE OUTLINE



## Day 1

### Strengthen Communication Capability

- Develop the concept of communications to strengthen your communication strategy
- Determine your communication style and learn how to adapt this to a variety of situations
- Understand the concept of NLP and Emotional Intelligence when it comes to communicating with others
- Learn how to bring around change in others or a change to a situation by developing assertive communications
- Understand how strong communication capability can aid in minimising hostility and conflict

## Day 2

### The Art of Negotiation

- Understand the definition of Negotiation and the Golden Rules – it's not a battle!
- Determine the Key Skills of a Negotiator and how they are vital to the Negotiation
- Identify how to prepare for a Negotiation by considering your W.E.B, your BATNA and your IVC's
- Understand the steps to Negotiation Success – it's about having a structure
- Describe a variety of Buying Skills enabling you to close the deal
- Learn how to deal with difficult negotiators
- Negotiation Skills Practice – experience a Negotiation

## Day 3

### Presentation Skills – Technical Capability

- Presentation preparation, practice and feedback – Part 1
- The characteristics of effective presentations and presenters
- Demonstrate confidence by managing nerves rather than nerves managing you
- The 5P's to professional presentations
- Master the Super Start, Marvellous Middle and Fantastic Finish – the 20/60/20 rule
- Creating notes and using cue cards
- Developing industry standard visual aids – the Golden Rules

## Day 4

### Presentation Skills – Performance Capability

- Learn how to create impact through Passion, Power and Presence
- Learn how your performance supports your technical capability
- Discover the world of your Word, your Music and your Dance and how this is vital to your performance when delivering presentations
- Managing the audience members and Q & A etiquette
- Understand the variety of room layouts to maximise the presentation experience
- Presentation preparation, practice and feedback – Part 2

## Day 5

### Team Presentations and Presenting Proposals

- Learn how to deliver team presentations
- The advantages and disadvantages of team presentations
- Discover how to present a proposal through a presentation
- Presentation preparation – make a proposal through a team presentation
- Receive feedback on your proposal and how the presentation was delivered
- Programme review and action planning

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This fee is inclusive of instruction materials, documentation, lunch, coffee/tea breaks & snack. All Fees are subject to 5% Value Added Tax (VAT).\*

## Your Details

Name (Mr/Ms): .....

Position: ..... Organisation: .....

Address: .....

City / Country: .....

Telephone: ..... Email: .....

## Mode Of Payment

Please find enclosed a cheque made payable to EuroMaTech

Please invoice me

Please invoice my company as follows:

Contact Name: .....

Company Name: .....

Address: .....

Email: .....

### Documentation

High Quality material has been prepared by the Seminar Leader for distribution to delegates.

### Certificates

A Certificate of Completion will be issued to those who attend & successfully complete the programme.

### Schedule

Our Course timings commences at 08:30 and concludes at 14:00, followed by lunch on a daily basis.

### Hotel Accommodation

EuroMaTech has negotiated special rates for a limited number of rooms in the hotel. Early registration will help to secure a room at the reduced rate.

### Registration & Payment

Please complete the registration form on this page & return it to us indicating your preferred mode of payment. For Further Information, email us at [info@euromatech.ae](mailto:info@euromatech.ae).

### Cancellation Policy

Request for seminar cancellation must be made in writing & received at EuroMaTech three weeks prior to the seminar date. A U.S.\$250/- processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.

### Disclaimer

EuroMaTech reserves the right to alter the content, location of the Seminar, or the identity of the speakers in case of events beyond our control.

### Contact Us:

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