



Negotiation: Achieving Long Term Agreement in the Workplace

Programme Code: W090919AS

Speaker	Dr Philip Lok , BSc, MBA, Ph.D. CMA Dr Lok is a management development professional with expertise in course and content development for executive training. He has developed a number of management development courses for HKICPA in negotiation, communication, public speaking, interpersonal skills and executive leadership.
Date	Saturday, 19 September 2009
Time	9:30 a.m. – 5:30 p.m.
Venue	BDO Center, 13 th floor, Wing On House, 111 Connaught Road Central, Hong Kong
Enrolment fee	HK\$1,700 for HKICPA member or student; and IA/HKIAAT's member or student HK\$2,000 for non-member
Language	English
Format	Workshop, with case studies and role plays
Subject / Level	Management and Leadership Skills / General - for delegates who do not have prior knowledge of the subject area
Target Audience	Executives, professionals who want to enhance their negotiation skills in their everyday work
CPD credit	7 hours

About the programme

Negotiation is part of your work and life. You need to negotiate your way to success in both the workplace and your social life. Some professionals, unfortunately, are intimidated by the idea of negotiating. But the fact is, negotiating is something that they have been doing all their lives, even when they do not realise it. Skilful and talented negotiators are able to overcome barriers to build a long term relationship.

This workshop is developed to enhance the competencies of accountants in their work life. The concepts are simple and easy to apply too.

Topics include:

- The 21st century concepts of negotiation: why win win is not enough?
- The psychology of a skilful negotiator: overcoming barriers and building self confidence.
- Applications in the workplace: salary negotiation, buy and sell negotiation, contract negotiation.
- Role plays and exercises in the application of the concepts in the workplace.