



## Effective Negotiation Skills

CONNECTION TECHNOLOGY 裝備未來  
**FUTURE SKILLS**

One of the must-have skills in workplace nowadays is how well you could negotiate with different counterparts in order to achieve the best results. Effective negotiation skill is a combination of one's knowledge in communication, psychology, as well as strategic planning, with the very important win-win mindset upheld. This workshop is designed to help the participants in understanding how to conduct an effective negotiation consciously throughout the process and get the deal successfully.

Programme code	10017567-01
Date and time	8 May 2025 14:00 – 17:00
Venue	HKPC Building, 78 Tat Chee Avenue, Kowloon, Hong Kong.
Medium	Cantonese
Course fee	HK\$1,500

## Course Outline

### Module 1: Getting Prepared

- The Only Winning Way: Think Win-Win, Act Win-Win
- Stakeholders Analysis: What do they need and what do they want
- Check on the Balance of Power: Your limitations and authority
- Prepare your BATNA & Token of exchange

### Module 2: Getting on the Field

- Find & Stress Common Ground
- Prioritise and create small commitments (due, price, quantity, payment terms, etc.)
- Handle Objections & Disagreement
- Follow up fulfilments

## Trainer's profile

### Ms Heidi Chu

Heidi is a professional coach and corporate trainer. She was the first certified China Transactional Analysis Application Consultant in HK, where communication and education in different context is her specialty. Her training partners include the School of Continuing and Professional Studies of the Chinese University of HK, Enterprise Learning of Dun & Bradstreet HK, Macau Institute of Management, and OnTrack Consultancy (UK). She is actively engaged in different training projects in HK and Macau for over 10 years. Her key training areas are on team development, business negotiation, influential communication, conflict management & mediation, DiSC applications on leadership, Train The-Trainer and personal effectiveness. To quote a few, she was working with a prestigious banking client on grooming 2 batches of their young leaders in 2018-2019. The grooming journey was designed, structured and delivered by Heidi. Another client has invited her to conduct team development programmes for their management trainees in 3 consecutive years since 2017. She has also coached 11 senior managers of a world class consumer goods company to prepare them to step up to directorate level. Currently, she is participating in a crossed-professions project and coaching over 100 university graduates in 2 years time.



### Enrolment method

1. Scan the QR code to complete the enrolment and payment online. OR
2. Mail the crossed cheque with payee name "Hong Kong Productivity Council" (in HK dollar) and the application form should be mailed to HKPC Academy, Hong Kong Productivity Council, 1/F, HKPC Building, 78 Tat Chee Avenue, Kowloon (attention to Ms Jenny Fung). Please indicate the course name and course code on the back of the cheque and envelope.  
Or

Visit the registration counter of HKPC Academy (1/F Floor, HKPC Building, 78 Tat Chee Avenue, Kowloon) to enrol and settle the course fee. Office hours: Monday to Friday 09: 00 - 18: 00

