



## Advanced Negotiation and Bargaining Skills for Finance Professionals

Programme Code: W120314S

Most people find that effective negotiations help their everyday lives both at work and personally. However, research shows that a lot of people are negotiating with counterparties purely on the facts and wants but not applying solid skills, tactics and strategy. This significantly reduces the negotiation power and affects the end-result. In particular, people do not know when to turn off the negotiation.

Those who have mastered their negotiation skills with in-depth tactics and strategies increase the chance of success. This workshop is specially designed for professionals who had acquired skills and techniques from the Institute's last workshop in August (Effective Negotiation and Bargaining Skills for Finance and Accounting Professionals) or those who wish to further master their negotiation skills.

This workshop will cover:

- Negotiation tactics and counter-tactics
- Advanced negotiation strategy
- Real-life simulated role-play (with instant feedback from the trainer) to put techniques acquired into practice

**Date** **Wednesday, 14 March 2012**

**Time** **6:30 p.m. – 9:30 p.m.**

**Venue** Hong Kong Institute of CPAs,  
27/F., Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong.

**Format** Workshop including role-play

**Language** English

**Fee** HK\$750 for HKICPA member or student; and IA/ HKIAAT's member or student  
HK\$1,500 for non-member

**Objectives**

- Master the strategy, techniques and tactics for effective negotiation
- Know when to accept offer and when to walk away
- Enhance influencing power by means of effective negotiation and bargaining skills

**Speaker** **Mr. Charles Lam**, Managing Director, CLLC Training Centre Limited

**Participants** Business executives, accounting and finance professionals who are keen to further develop their negotiation and bargaining skills

**Competency** Leadership and Business Strategy;  
Personal and Interpersonal Skills

**Rating** Advanced to Mastery Level  
(Please refer to the [Institute's online CPD Learning Resource Centre](#))

**CPD hours** 3



To confirm your CPD booking,  
just log on to "My CPA" at  
<http://www.hkicpa.org.hk>

## CPD ENROLMENT FORM (For Support Programme)

Finance & Operations Department,  
Hong Kong Institute of CPAs,  
37/F, Wu Chung House, 213 Queen's Road East, Hong Kong

Payment & Enrolment Status Enquiry: 2287 7381 e-mail: <a href="mailto:finance@hkicpa.org.hk">finance@hkicpa.org.hk</a> Fax : 2893 9853	Course Information Enquiry: 2287 7386 / 2287 7253 e-mail: <a href="mailto:cpd@hkicpa.org.hk">cpd@hkicpa.org.hk</a>
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<b>FOR OFFICE USE</b>
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**Deadline: 7 working days before the date of the programme**

No.	Membership		Full Name of Participant(s) (Block Letters)	Company	Email address <sup>*(2)</sup> (Block Letters)	Programme Code	Fee (HK\$)	
	No.	Status (1)						
1								
2								
3								
4								
5								
<i>* Email address is for enrolment confirmation purpose. Please refer to note (2) for details.</i>							Total (HK\$)	

I am unemployed and not working. I am planning to rejoin the workforce.  
The Institute reserves the right to allocate places to enable the enjoyment of more members in this event.  
The Institute's decision is final. Applicant must submit the enrolment form 10 working days before the event.

Contact Person : \_\_\_\_\_ Tel No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_ E-mail : \_\_\_\_\_

### Payment Method (Please tick the appropriate box)

<input type="checkbox"/> Cheque (payable to "Hong Kong Institute of Certified Public Accountants")							
Cheque No.:				Bank:			
<input type="checkbox"/> Visa / Master Credit Card				Card Number :			
Cardholder's Name : (Block Letters)				Card Expiry Date (month/year) :			
Date :				Cardholder's Signature :			
<b>FOR OFFICE USE</b>		Auth. Code No.		Handled by		Date	
<input type="checkbox"/> Please put a "✓" if you require a receipt and indicate your choice of delivery: <input type="checkbox"/> by email <input type="checkbox"/> by post (to the address as shown below)							
Name :				Name :			
Address :				Address :			

- Notes:**
- Membership Status: **NP** = Non-Practising, **P** = Practising, **IA** = International Affiliate, **S** = Student, **HKIAAT** = HKIAAT Student or Member, **GAA** = GAA Passport holder, **NM** = Non-Member.
  - Successful applicants will receive confirmation of registration by email at least 3 working days before the event. Unsuccessful applicants will also be notified around the same time. If you have not heard from the Institute regarding your registration 2 working days before the event and if you have other enquiries related to the programme, please make enquiry at 2287 7386 or 2287 7253.
  - NO ADMISSION TICKET will be issued. Please bring your HKICPA membership card or confirmation email for admission purpose.
  - All applications are on a first-come-first-served basis.
  - Application by fax will ONLY be accepted when payment is made by Visa/Master credit card. Please ensure all the particulars relating to payment are completed, otherwise the application cannot be processed. There is NO need to send in the enrolment form again if it has already been faxed to the Institute.
  - Cheque(s) should be made payable to "Hong Kong Institute of Certified Public Accountants". Please issue SEPARATE CHEQUE for each event.
  - NO REFUND/CANCELLATION will be entertained after the application is processed. If you are unable to attend the enrolled programme, you may nominate a substitute to take your place, provided that the Institute is notified in writing at least two working days prior to the event date.
  - All scheduled events will be cancelled and postponed to a date to be announced in the event of typhoon signal no. 8 or above or if a Black Rainstorm warning is hoisted. For details of bad weather arrangement for CPD programmes, please refer to the Institute's homepage.
  - The Institute reserves the right to change the venue, date, speaker or to cancel the event due to unforeseen circumstances.
  - All personal data collected from the enrolment process, and administration of the CPD Programmes will only be used for the purpose of the administration of the course on which members are enrolled. In addition, the Institute may use the collected data for statistical research and analysis, for keeping members informed of its services and other uses internally.