

## Negotiation Skills for the Oil & Gas Industry

### Course Objectives

This interactive workshop is designed to improve the outcomes of your negotiations.

### What You Will Learn

You will learn to apply a structured approach to negotiating which, combined with the practice sessions incorporated into this programme, will improve your negotiating confidence.

You will be exposed to the Breakthrough Negotiation Strategy to help you achieve results in difficult and complex negotiations.

You will learn how to:

- Plan and prepare for negotiations
- Recognise the vital steps in a negotiated settlement and to exhaust one step before proceeding to the next
- Improve your communication skills to achieve better results
- Resolve impasse and handle difficult negotiations
- Negotiate in teams
- Negotiate in an international petroleum environment taking into account cultural differences

### Who Should Attend

This introductory to intermediate level workshop is aimed at those with little or no previous negotiating experience and who wish to improve their ability and confidence. It is suitable for a variety of professionals working in the oil & gas industry. It is suited for those involved in commercial and inter-personal negotiations.

### Training Method

Extensive use (about 70% of class time) is made of realistic, oil industry based role play negotiating scenarios. These are based on a variety of commercial and non-commercial situations that delegates are likely to experience in real life. Scenarios are underpinned



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with teaching of principles and methodology (about 30% of class time) that students are encouraged to apply in their practice sessions. Class numbers are kept low to ensure maximum student participation and coaching from the class instructor.

### **Course Content**

#### **Negotiation as a Process**

- What do we mean by negotiation?
- Are you a potential negotiator?
- Key negotiating steps

#### **Preparing for Your Negotiation**

- Five keys to preparation
- Knowing your subject, knowing your counterpart, preparing your tactics
- An invaluable tool - preparation checklist

#### **Initiating and Presentation**

- The importance of initiation and how to initiate
- The importance of presentation after initiation and before bargaining

#### **Bargaining**

- Developing your bargaining strategy
- Effective bargaining techniques
- How and when to avoid premature bargaining
- How to resolve impasse and deal with conflict
- Getting concessions

#### **Closing the Deal**

- How to recognise closing signals
- Confirmation and follow-up

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### **Communication and Human Behaviour in Negotiations**

- Seven steps to effective communication
- Verbal and non-verbal communication
- Learning how to listen
- Dealing with different personalities
- How to communicate to influence the other side
- Negotiating by phone or email

### **Team Negotiations**

- How to negotiate in teams

### **Breakthrough Negotiations**

- What we mean by Breakthrough Strategy

### **Handling International Negotiations**

- Recognising cultural differences
- How cultural differences affect negotiations
- Preparing for international negotiations

### **Dealing with Conflict**

- The causes of negotiating conflict
- How to assess your own conflict management style
- How to handle conflict in negotiations

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### Testimonials

*"The course was very good and helpful. I hope that I can participate in more negotiations from now on (I'm not afraid anymore)."* **Jette Stoll, Nord Stream**

*"An excellent course that I really enjoyed, I feel more confident in negotiation and would highly recommend it to my colleagues. My first time with MDT International and honestly had an excellent time."* **Bader Al-Sabeh, Kuwait Petroleum Corp**

*"Provided a safe environment for testing skills and techniques that I would not have otherwise been able to do."* **Robert Gaskell, Premier Oil**

*"It was a complete journey through oil and gas negotiations."* **Hamish McHaffie, Todd Energy**

*"The course allows me to gain a better understanding on different negotiation techniques."* **Angelina Branco, Eni Australia**

*"Very experienced trainer, good communication and easy to understand. Well prepared documents and interesting examples and role play."* **Ngo Tuan Anh Cuong, PVEP**

*"This course was absolutely well presented and simplified by the trainer, and I have been well informed/educated on negotiation skills which I strongly believe will help me a great deal with my present and future endeavors."* **Okesanjo Okeoghene, Total E&P Nigeria**

*"Very good balance between theory and practical examples/case studies. Impressed by the vast experience and real-life stories told by the trainer."* **Bahrüz Rustamov, SOCAR**