



*Training Course:
Negotiation Skills and Decision Making*

*28 September - 9 October 2025
Cairo (Egypt)
Holiday Inn & Suites Cairo Maadi, an IHG Hotel*

Training Course: Negotiation Skills and Decision Making

Training Course code: PS236176 From: 28 September - 9 October 2025 Venue: Cairo (Egypt) - Holiday Inn & Suites Cairo Maadi, an IHG Hotel Training Course Fees: 5500 € Euro

Introduction

In today's competitive, fast-paced, and ever-changing business environment, the ability to negotiate effectively and make sound decisions is critical for individual and organizational success. The "Negotiation Skills and Decision Making" training program, designed by Global Horizon Training Center, is a 12-day comprehensive course that provides participants with essential knowledge, frameworks, and strategic tools for mastering negotiation techniques and applying rational decision-making processes in diverse business contexts. It is tailored to enhance interpersonal effectiveness, strategic thinking, and problem-solving ability, enabling professionals to secure better outcomes and manage conflicts constructively.

Objectives

By the end of this training, participants will be able to:

- Understand the key principles and psychology of negotiation.
- Prepare strategically for various negotiation settings.
- Identify negotiation styles and adapt accordingly.
- Apply proven models for complex decision-making.
- Build confidence in managing disputes and reaching mutually beneficial outcomes.
- Develop analytical thinking for assessing risk and trade-offs.
- Strengthen communication and persuasion skills under pressure.

Course Methodology

- Expert-led conceptual sessions and strategic discussions
- Real-world case study analysis
- Role-model negotiation scenarios theoretical
- Individual and group reflection exercises

- Interactive group activities non-lab-based
- Best practice reviews and leadership insights

Organizational Impact

- Builds a culture of constructive communication and collaborative problem-solving
- Equips leaders and managers with tools to drive results through effective negotiation
- Enhances internal and external stakeholder relations
- Reduces conflict, improves decision quality, and increases efficiency
- Promotes risk-aware, data-driven, and ethical decisions

Target Audience

- Mid-level and senior managers
- Team leaders and department heads
- Procurement, sales, legal, and contract professionals
- Project managers and business analysts
- Anyone involved in negotiations or decision-making processes

Course Outline

Day 1: Foundations of Negotiation

- Definition, scope, and importance of negotiation
- Distributive vs. integrative negotiation
- Characteristics of skilled negotiators
- Common misconceptions and pitfalls

Day 2: The Negotiation Process

- Stages: preparation, opening, bargaining, closing
- Interests vs. positions
- Creating value vs. claiming value
- Agenda setting and framework

Day 3: Preparing for a Negotiation

- BATNA, WATNA, and ZOPA
- Stakeholder analysis and interests mapping
- Cultural and contextual considerations
- Setting goals and walk-away points

Day 4: Communication & Persuasion in Negotiation

- Verbal and non-verbal communication
- Listening, questioning, and clarifying techniques
- Influence tactics and persuasive language
- Framing and anchoring strategies

Day 5: Conflict Management in Negotiation

- Understanding conflict styles
- Managing tension and emotional triggers
- Conflict resolution models
- When to escalate or defer

Day 6: Negotiation Styles and Personality Dynamics

- Thomas-Kilmann conflict model
- Identifying and adapting negotiation styles
- Dealing with difficult personalities
- Collaborative vs. competitive behaviors

Day 7: Power and Ethics in Negotiation

- Sources of negotiation power
- Ethical dilemmas and grey zones
- Balancing assertiveness and fairness
- Transparency and trust-building

Day 8: Introduction to Decision Making

- What is decision-making?
- Rational vs. intuitive decision models
- Types of decisions and decision environments
- Steps in the decision-making process

Day 9: Decision-Making Frameworks

- SWOT and cost-benefit analysis
- Decision trees and matrices
- Pareto analysis and root cause analysis
- Group decision-making models

Day 10: Biases and Risk in Decision Making

- Common cognitive biases and fallacies
- The role of emotions in decision-making
- Risk tolerance and uncertainty
- Strategies to reduce bias

Day 11: Negotiation & Decision-Making Integration

- Strategic negotiation in high-stakes decisions
- Group vs. solo negotiations
- Simultaneous bargaining and decision evaluation
- Case study: negotiation leading to major decisions

Day 12: Strategic Negotiation and Final Simulation Theory-based

- Complex scenario walk-throughs
- Case reflection: successful global negotiations
- Crafting your personal negotiation strategy
- Final recap, discussion, and takeaway tools

Registration form on the Training Course: Negotiation Skills and Decision Making

Training Course code: PS236176 **From:** 28 September - 9 October 2025 **Venue:** Cairo (Egypt) - Holiday Inn & Suites Cairo Maadi, an IHG Hotel **Training Course Fees:** 5500 € Euro

Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

Delegate Information

Full Name (Mr / Ms / Dr / Eng):
Position:
Telephone / Mobile:
Personal E-Mail:
Official E-Mail:

Company Information

Company Name:
Address:
City / Country:

Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng):
Position:
Telephone / Mobile:
Personal E-Mail:
Official E-Mail:

Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
- ☐ Please invoice me
- ☐ Please invoice my company

Easy Ways To Register

Telephone:
+201095004484 to
provisionally reserve your
place.

Fax your completed
registration
form to: +20233379764

E-mail to us :
info@gh4t.com
or training@gh4t.com

Complete & return the
booking form with cheque
to: Global Horizon
3 Oudai street, Aldouki,
Giza, Giza Governorate,
Egypt.