



In-House Training Brochure

Effectively Negotiating with Trade Unions

What are the benefits of in-house training to your organisation?

- Running training at your premises also allows you to avoid travel and accommodation expenses & can be scheduled at a time that suits you
- We tailor specific course content to your company's needs by modifying courses, combining two or more different course elements and adding new components

Highlights of Negotiating with Trade Unions in-house Training

- Real life examples & experience
- Negotiation scenario exercise
- Getting to grips with models of negotiation
- Dealing with attitudes, behaviour & perceptions
- How does the negotiation process work?
- Breaking down deadlocks
- Preparing your employees for negotiations
- Strategic planning and achieving your core business objectives

Which functions will benefit from attending?

HR & Recruitment

Professionals

Legal & Compliance

Immigration specialists

Vetting & Screening

Practitioners

Security & Risk

Operations &

Administration

In-House Training

We will tailor the course to suit your organisation's needs. This is a preliminary course outline to give you a taste of what we typically offer when delivering this course in house. After in-depth discussion with organisation and trainer we will develop a course outline which meets the specific needs of your team.

Preliminary Course Outline

1000	Introduction
1030	APPROACHES TO NEGOTIATION <ul style="list-style-type: none"> • Understanding & expectations: the difference between communication, consultation & negotiation • How can union policies & processes impact your negotiation? Why do talks break down? • How to approach negotiations – attitudes & pre-conceptions
1130	WHAT ISSUES AFFECT A NEGOTIATION? <ul style="list-style-type: none"> • The difference between recognition, collective and national agreements • How collective bargaining works in practice • Dealing with disputes, internal and external dispute resolution • Are your employees and representatives prepared for negotiation?
1230	Lunch
1330	PRINCIPLES OF NEGOTIATION <ul style="list-style-type: none"> • Perceptions – TU strengths & weaknesses • Strategic planning: Core Business Objectives: Identifying the actual issue from the 'noise' • How to prepare for a negotiation using principles: 15 questions & their multiple uses including; dealing with confrontation, moving away from point-scoring to constructive dialogue and building shared outcomes, supporting representatives facing issues with members • Strategy & Implementation: How do you use models to aid negotiation? • A detailed insight: How does the negotiation process work? • How can this be practically applied in the workplace? • Option-based negotiation model: Decision making timescales – in the moment vs. considered • Ensuring best outcomes & better operations: focussing on acceptable implementation of organisation's policies • Interest based negotiation model: Making progress when scope for negotiation is extremely limited
1430	NEGOTIATION SCENARIO EXERCISE – TOUGH TRADE UNION SITUATIONS <p>Attendees will have the chance to put what they have learnt throughout the day into practice and develop their negotiation skills and approaches in this valuable training exercise.</p>
1600	End of Training

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Delegate name (Mr/Mrs/Ms) _____ Surname _____

Job Title _____ Company _____

Address _____

Telephone _____

Email _____

Signature _____ Date _____

How did you hear about our training courses?

Mailshot Previous delegate Sponsor Internet Word of mouth E-mailshot Other _____

How many delegates would be in attendance?

What is your suggested time frame?

What are your prospective dates?

Details of your specific training requirements?

Thank you for filling out this enquiry form, we will get back to you shortly with our suggestions for your training course(s). Should you have any other questions in the meantime please do not hesitate to get in touch by email or phone.

Email the form to us

Stating 'Training Enquiry' to
registrations@bfi.co.uk

Fax the form to us

+44 (0)1983 861144

Post the form to us

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