

CIIAN's Negotiation Primer [online]

Do you want to be able to:

- ✓ **Reach better deals?**
- ✓ **Resolve your conflicts or differences quicker and easier?**
- ✓ **Find win-win solutions to problems at home or work?**

Then CIIAN's online Negotiation Primer will be of interest to you!

What is this course about?

CIIAN's Negotiation Primer is intended to introduce people to CIIAN's Negotiation Aide Memoire (<http://www.ciiian.org/assets/forms/negotiationAideMemoire2.pdf>). This handy tool contains practical and easy-to-understand ideas and guidelines for conducting better negotiations.

Features:

CIIAN's online Negotiation Primer has the following features:

- ✓ **Fast:** The Negotiation Primer course takes only one hour to complete.
- ✓ **Flexible:** Online delivery means you can complete this short course from the comfort of your own home or office.
- ✓ **Easily Actionable:** You'll be able to put the principles and strategies from the Negotiation Primer course to work right away!
- ✓ Participants in CIIAN's Negotiation Primer receive one of [CIIAN's Negotiation Aide Memoires](#) so that the ideas introduced during the course can easily be recalled later on during your own negotiations.



- ✓ One year of optional *Post-training Follow-up Support* is provided via CIIAN's Staff and Affiliates for an additional \$199.99 + GST¹

Structure:

This course is structured for online delivery over a one hour session. The entire course is delivered online during the scheduled hour - in other words, you will need to be situated at your computer during this time to fully participate in this course.

Cost:

Participants completing CIIAN's "Negotiation Primer" are eligible for a \$50 discount on our Mods I & II Course Fees. For a full description of these courses see

<http://www.ciiian.org/courses1.shtml>

Upcoming Dates:

Upcoming dates to be announced.

Technology Requirements:

In order to successfully participate in this online course, participants must have access to the following technological requirements throughout the duration of the one hour course:

- ✓ a computer with internet access and a web browser.
- ✓ an active email account.
- ✓ a headset with a mic and speakers. Optional: a webcam for online video conferencing.

¹ One year of optional follow-up support is limited to two (2) one-hour phone calls per participant/client. Any long distance charges arising from these calls solely remain the client's responsibility. If the post-training follow-up support is not used within one year, it will expire. No refund or credit will be issued.



- ✓ ability to open MS Word and PDF/Adobe documents.

CIIAN's Negotiation Intensive [online]

Nearly everyone has negotiated, either formally as when purchasing a new car or home, or much more informally as in convincing a co-worker to trade shifts. Yet, few people actually have any training in developing their negotiation skills.

Imagine the types of outcomes that could have been achieved in these cases if a person were backed with a negotiating framework and the appropriate skills to utilize it? Is it possible that more could have been achieved in these situations and, if so, how much more?

Clearly, everyone could benefit from learning hands-on ways to improve their negotiating skills thus greatly improving their abilities to achieve better outcomes. Indeed, negotiation and the ability to resolve conflicts are essential life-skills.

After surveying the market, CIIAN has identified a need for practical, flexible, and realistic negotiation training grounded in the latest academic research and which can be delivered via the internet. As a result we've developed our online "Negotiation Intensive".

What is this course about?

CIIAN's Negotiation Intensive is intended to be a "crash course" in negotiation which will rapidly improve people's negotiating abilities allowing them to reach better outcomes and be more successful in their own negotiations, be they formal or otherwise.



Features:

CIIAN's online Negotiation Intensive has the following features:

- ✓ **Flexible:** Online delivery means you can complete this course from the comfort of your own home or office.
- ✓ **Easily Actionable:** You'll be able to put the principles and strategies from the Negotiation Intensive to work right away!
- ✓ **Relevant & Realistic:** participants submit actual negotiation cases they are or have been involved in for case study analysis – this ensures that all examples used in the course are relevant and realistic.
- ✓ **Experiential and Interactive:** this course ensures that it is experiential and interactive through the use of CIIAN's customized online simulations and e-learning exercises.
- ✓ Participants in CIIAN's Negotiation Intensive receive a **Pre-course Readiness Package** which includes a free copy of the award-winning book "Getting To Yes" authored by Roger Fisher, William L. Ury, and Bruce Patton; course participants will also receive one of [CIIAN's Negotiation Aide Memoires](#) and a Course Training Manual.
- ✓ One year of optional **Post-training Follow-up Support** is provided via CIIAN's Staff and Affiliates for an additional \$199.99 + GST²
- ✓ Participants will receive a CIIAN **Certificate of Completion**.

Structure:

This course is structured over two days, from 9 AM – 4:30 PM (with a one hour break for lunch). It runs all day long – in other words, you will need to be situated at your computer during these times for both of these two days.

² One year of optional follow-up support is limited to two (2) one-hour phone calls per participant/client. Any long distance charges arising from these calls solely remain the client's responsibility. If the post-training follow-up support is not used within one year, it will expire. No refund or credit will be issued.



Certificate:

Participants will receive a CIIAN Certificate of completion.

Cost:

Participants completing CIIAN's "Negotiation Intensive" are eligible for a \$50 discount on our Mods I & II Course Fees. For a full description of these courses see

<http://www.ciiian.org/courses1.shtml>

Upcoming Dates:

Upcoming dates to be announced.

Technology Requirements:

In order to successfully participate in this online course, participants must have access to the following technological requirements throughout the duration of the two-day course:

- ✓ a computer with internet access and a web browser.
- ✓ an active email account.
- ✓ a headset with a mic and speakers. Optional: a webcam for online video conferencing.
- ✓ ability to open MS Word and PDF/Adobe documents.



Registration Form

Canadian International Institute of Applied Negotiation

Registration Form CIIAN Online Negotiation Training

REGISTER TODAY: **(1) Online; (2) By Mail; (3) By Fax; or (4) By Telephone**

Please address all my correspondence to my **Home** or **Office** as follows:

NAME (Please Print):

(As it will appear on certificates)

TITLE:

SECTION:

COMPANY/DEPT:

MAILING ADDRESS:

CITY:

PROVINCE:

POSTAL CODE:

TEL HOME:

TEL WORK:

FAX:

EMAIL:

How did you hear about our courses?

Have you taken CIIAN courses before? YES NO



Do you have any other non-CIIAN training in ADR, Negotiation or Mediation?

YES NO

If yes, please indicate where:

Registration Fee: Your registration fee covers the selected module and all course materials.

Corporate Discount Rate: A \$50.00 discount per person is available when 3 or more people attend the same course from the same Organization.

Cancellation Policy: A cancellation made later than one week prior to a course will be subject to 50% of the course fee. Cancellations made earlier than one week prior to a course will be subject to a \$75.00 Administration Fee.

We reserve the right to cancel an upcoming course should there be insufficient enrolments. While all reasonable efforts will be made to notify course participants in a timely manner should a course need to be canceled, we will not be held liable for any costs whatsoever incurred whether direct or indirect by participants should such a course cancelation need to be made.



PAYMENT OF REGISTRATION FEES		
COURSE FEES		SELECTION (please indicate date and module choice)
Negotiation Primer	Dates:	
Negotiation Intensive	Dates:	
Payment Method		
<input type="checkbox"/> Please invoice my employer. Billing information as follows:		
	Company:	
	Attention/Reference	
	Address:	
	City/Province:	Postal Code:
<input type="checkbox"/> My cheque or money order is attached (made payable to CIAN)		
<input type="checkbox"/> I prefer to pay using my Credit Card via PayPal.		
If Employer is paying tuition, does the employer wish a tax receipt to be issued?		
<input type="checkbox"/> YES <input type="checkbox"/> NO		
(Please Note: If this question is left blank or answered "NO", no tax receipt will be issued).		
Name or Organization to which the tax receipt is to be issued (please note: if the Employer is paying the cost of tuition, the receipt will be issued in Employer's name only upon request by the Employer):		
Registration closes two weeks prior to each course. Early registration will help ensure a place. Please return this completed form with payment to:		
CIAN, 97 Tom's Road, RR1, Dacre, ON K0J 1N0		

