Arab Academy for Science, Technology and Maritime Transport
Port Training Institute

# *Training Course Information Form*

## *Course Information*

| | | | | |
|---|---|---|---|---|
| **Course Name:** | **Effective Negotiation Skills** | | | |
| **Institute/Centre:** | Port Training Institute | | **Course Code:** | M17 |
| **Type:** | √ Program | ❑ Course | ❑ Workshop | |
| **Course Duration:** | √ 5 Days | ❑ 3 Days | ❑ 1 Days | ❑ Other |
| **Course Conducted:** | √ Local | ❑International | Indicate: A.R.E | |
| **Course Venue:** | Anywhere | | | |
| **Course Language:** | ❑ English | ❑ Arabic | √ Both | ❑ Other |

## *Course Description*

**Course Outlines:**

1. The nature and characteristics of the negotiating process.
2. Planning the negotiation process with exposure to different stages.
3. Contracts and legal principles governing the conclusion and formulation.
4. Communication and presentation skills.
5. Various negotiation strategies and tactics.

**Course Objectives:**

- Prepare the participants to learn about scientific concepts to negotiate with the development of their skills to practice effective negotiation and face its problems.

**Course Includes:** √ Theoretical ❑ Fire Training Module ❑ Laboratory ❑ Workshop ❑ Site Visit

**Course Prerequisites:** None

**Who Should Attend:** Specialists, heads of departments, department directors and general managers of various organizations whose work entails conducting the negotiation process

**No. of Participants/Course:** √ 5-10 ❑10-15 ❑15-20 ❑ Other

**Qualifications of Participants:**

- Collage Certificates

**No. of Lecturer:** √ 1 ❑ 2 ❑ 5

**No. of Assistance:** ❑ 1 ❑ 2 ❑ 3

## *Course Facilities*

| | | | | |
|---|---|---|---|---|
| √ White Board | √ V. Projector | √ Data Show | √ PC | ❑ Manual |
| ❑ Books | √ Handouts | ❑ Flip Charts | ❑ S/W | ❑ Other |

## *Course Evaluation*

❑ Written Examination ❑ Written Report(s) ❑ Oral Presentation √ Attendance
❑ Delegates Participation

**Certificate Issue:**

❑ Local Premises √ AASTMT ❑ International

## *Course Registration*

| | | | |
|---|---|---|---|
| | √ Admission and Registration Department at the Port Training Institute Beside Gate No. 27 - Outside Customs Area, Alexandria Port | | |
| **Registration:** | | ❑ Online | ❑ Other |
| **Documents Required:** | √ Registration Form | √ ID/Passport Copy | √ Photo |