

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 46 of 2012
E/70/194/01 V3

03 September 2012

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c of Ministries/Departments

Training Programme on Negotiation Skills

This Ministry is proposing to organize a two-day training programme on Negotiation Skills for officers from both technical and non-technical cadres who are involved in negotiations in the exercise of their duties. The training sessions will be held for around 100 officers grouped in 3 batches, as from the third week of October 2012 at the Lecture Room, 6th floor, Fooks House, Bourbon Street, Port Louis.

2. The training programme aims at:
 - upgrading the participants' awareness of the basics of negotiations through interactive methodology to enable them to better understand the principles and techniques of negotiations.
 - Enhancing their knowledge of negotiations process, different negotiation strategies so that they are more alert to the problems, barriers and pitfalls encountered during negotiations.
3. A copy of the course content is at Annex 1.
4. You are kindly requested **not** to submit the names of those officers who attended this training in 2008 & 2009 and the workshop on Principles of Negotiations held in April 2011.
5. In this context, Supervising Officers of Ministries/Departments are invited to submit **in order of priority** as per pro-forma at Annex 2, the names of officers who would be nominated for the training programme. The proposed nominations should reach the Ministry of Civil Service and Administrative Reforms, Human Resource Development Division, 4th floor, ATOM House, Royal Street, Port Louis, in hard & soft copies at latest by **Friday 14 September 2012**.
6. I rely on your usual collaboration and support to help us in our capacity building initiative and to further the development of our human resources in the public sector.

S. Seebaluck
Senior Chief Executive

Copy to: Secretary to Cabinet and Head of the Civil Service

DAY ONE

08 30 – 09 00 hrs	REGISTRATION OF PARTICIPANTS
09 00 – 10 30 hrs	INTRODUCTION TO THE THEMES OF NEGOTIATION <ul style="list-style-type: none"> • Definition of Negotiation • Types of Negotiation
10 30 – 10 45 hrs	TEA BREAK
10 45 – 12 15 hrs	INTRODUCTION TO THE THEMES OF NEGOTIATION (contd.) <ul style="list-style-type: none"> • Benefits of Negotiation • Presentation of Case Study
12 15 – 13 00 hrs	LUNCH
13 00 – 14 15 hrs	PRINCIPLES OF NEGOTIATION <ul style="list-style-type: none"> • Positional Negotiation v/s Needs Negotiation • Moving to mutual gains outcomes
14 15 – 14 30 hrs	TEA BREAK
14 30 – 16 00 hrs	PRINCIPLES OF NEGOTIATION (contd.) <ul style="list-style-type: none"> • Clarifying and developing an understanding of the issues for both parties • Developing and selecting options for Agreement (BATNA-Best Alternative to a Negotiated Agreement, regarding agreement)

DAY TWO

09 00 – 10 30hrs	PREPARATION PHASE OF NEGOTIATION <ul style="list-style-type: none">• The situational context and objectives• Analysis of the Situation• Identification of issues• Analysis of Information on Negotiators• Pre-negotiation meeting
10 30 – 10 45 hrs	TEA BREAK
10 45 – 12 15 hrs	PROCESSES OF NEGOTIATION <ul style="list-style-type: none">• Commencement of the Negotiation Process• Developing Understanding on issues• Selecting options for agreement• Reaching agreement
12 15 – 13 00 hrs	LUNCH
13 00 – 15 30 hrs	NEGOTIATION ON SIMULATED EXERCISE <ul style="list-style-type: none">• Case Studies• Discussions & Group Presentation
15 30 hrs	EVALUATION & AWARD OF CERTIFICATES

Ministry of Civil Service and Administrative Reforms
Training Programme on Negotiation Skills

Annex 2

Ministry / Department :

Title	Surname	Other Name(s)	Designation	Date of birth	Contact Details (Telephone, Mobile, Fax, Email)

Approved and Submitted by:

Name:

Signature:

Date: