

Course Code: BN01-10H-0522

Professional Business Negotiator Training Certificate Course



Organized by:

Supported by:



國際爭議解決及專業談判研究院
Academy of International Dispute Resolution & Professional Negotiation



國際爭議解決及風險管理協會
International Dispute Resolution & Risk Management Institute



內地—香港聯合調解中心
Mainland-Hong Kong Joint Mediation Center



香港國際調解中心
Hong Kong International Mediation Centre



香港國際商業仲裁中心
Hong Kong Centre of International Commercial Arbitration



HONG KONG ADJUDICATION CENTRE
香港審裁中心



國際專業代理人協會
International Professional Advocates Association



香港和解中心
Hong Kong Mediation Centre

Our business negotiator course will equip you with the skills and confidence both at and away from the negotiation table. This course benefits executives, middle and upper-middle management workers who intend to increase their ability and influence in negotiations. No matter you are a lawyer, mediator, businessman, or professional in other fields, this course will facilitate your professional development in negotiation and further your career.

Course Details

- **Date:** 16, 23 & 30 May 2022
- **Location:** Room 506, 5/F, West Wing, Justice Place, 11 Ice House Street, Central, Hong Kong
- **Course Mode:** Lecture, group discussion, exercise, assignment
- **Course Assessment:** End-of-course assessment & report assignment
- **Course Fee:** HK\$4,100 (*Early bird - on or before 30 April 2022 or Member - 10% discount)
- **CPD:** HKMC, IDRRMI, PMSA, IPAA, MHJMC - 9 CPDs
- **Time:** 7:00 pm - 10:00 pm
- **Duration:** 9 hours in total
- **Medium:** Cantonese, supplemented with English materials

• Certification:

1. Participants attaining 100% attendance in the course and passing the end-of-course assessment will be awarded a "Certificate of Completion".

2. After successfully passing the end-of-course assessment and the assignment, participants are eligible to apply to be a Certified Professional Business Negotiator (CPBN) of International Professional Advocate Association ("IPAA") with the presentation of the "Certificate of Completion" within a year.

For more information, please refer to IPAA's website on the application of CPBN procedure and annual fee: <https://ipdraa.com/membership-en/>



Application Deadline
11 May 2022

Course Website:

<https://aidrn.org/businessnegotiator-training-en/>



Course Content

- Foundation, concept and types of negotiation
- Psychology in negotiation
- Preparation and process of negotiation
- Tactics and strategies in negotiation
- Skill set in effective communication, option generation and negotiation
- Solutions for unsuccessful negotiation
- Negotiation role-play exercises

Target Participants

- Anyone involved in negotiation at work
- Salesperson
- Mediators and lawyers
- Dealmakers, businessmen and compliance professionals
- Interested in learning negotiation and becoming a 'Certified Professional Business Negotiator' of IPAA



Registration

Step 1: Complete and submit the online application form via the link below:
<https://forms.gle/AFTWRRJQqnxVzJxv5>

Step 2: Settle the course fee by either crossed-cheque, bank transfer or FPS on or before the deadline.

Payment Methods

Complete the payment with the following methods and please send the record to the secretariate of AIDRN via admin@aidrn.org.

- Crossed cheque

Cheque should be made payable to "Academy of Intl Dispute Resolution & Professional Negotiation Ltd." and post to Room 506, 5/F, West Wing, Justice Place, 11 Ice House Street, Central, Hong Kong.

- Bank Transfer

Bank Name: Academy of Intl Dispute Resolution & Professional Negotiation Ltd
Bank Account: BANK OF CHINA (Hong Kong) LIMITED (012-704-2-005666-9)

- FPS

FPS identifier: 169930302

Terms & Conditions

- Places will be allocated on first-come-first-served basis according to payment date.
- Registration must be made by completing the application form via google link and sending the crossed-cheque, copy of the bank-in slip or FPS record to Room 506, 5/F, West Wing, Justice Place, 11 Ice House Street, Central, Hong Kong **on or before 12:00 noon, 11 May 2022**. Confirmation will be notified by email upon successful registration within 2 days after the application deadline.
- If you do not receive any email confirmation from the Secretariat within 2 days after the application deadline, your name will be on the waitinglist. Your submitted cheque will be voided subsequently by the Secretariat if you have not been assigned a place the captioned course. If your application fee was made by bank transfer or FPS, a cheque will be issued to you as the refund.
- If you are not able to attend the captioned course upon receipt of the confirmation email, you are required to inform the Secretariat as soon as you are aware of your unavailability on / before the course date by email. No refund will be made after confirmation.
- AIDRN reserves the right to accept / reject the registration.
- If typhoon signal no.8 or above or black rainstorm warning signal is hoisted and not lowered by 2 hours before the lesson starts, the course will be postponed or cancelled. Rescheduled date / time / venue will be announced in due course.
- In case of any disputes, AIDRN reserves the right to make final decisions.
- The course is subject to change at any time without liability.

Contact:

Tel: +852 3622-2178 Fax: +852 2866-1299

Email: admin@aidrn.org Website: <https://aidrn.org>