



SUCCESSFUL NEGOTIATION SKILLS

HCM : 7-8/8/2025
HN : 11-12/8/2025

- ✓ Are you in department of sales, purchasing, human resource, project management, etc. whose job need to frequently interact and negotiate with clients, suppliers, internal and external and partners?
- ✓ How to achieve the company's interests and goals in negotiation with partners' agreement and develop long-term relationship with them?
- ✓ How can we obtain the best possible agreement even when we are in a "disadvantage position" in a negotiation?

OBJECTIVES

- Understand the importance of negotiation and the professional negotiation process in workplace and in business
- Identify both parties' positions, values, and build a good relationship for a Win-Win negotiation
- Understand the various types of partners in order to develop an effective approach and prepare for the negotiation
- Prepare compelling reasons persuading partners, clients and alternatives for strategic concession
- Flexibly use negotiation techniques and strategies for success

TARGET

- Staff
- First-line Manager
- Junior Manager
- Senior Manager

2 DAY TRAINING

A successful negotiation is not to win,
But to find a win-win solution!

Part 1: Overview of negotiation

- The concept of negotiation
- Clarifying the other party's needs through their offer
- The fundamentals of negotiation
- Necessary skills for a successful negotiator with clients (internal & external), partners, suppliers, etc.
- The importance & benefits of negotiation to individuals and organizations
- Negotiation styles
- Rules for negotiation

Part 2: Preparation for a successful negotiation

- Step 1: Evaluate both parties' power in negotiation
- Step 2: Analyze the level (variable) between the two parties
- Step 3: Identify zone of possible agreement (ZOPA)
- Step 4: Schedule negotiation meeting

Part 3: The negotiation process

- Step 1: Create open atmosphere and connection for the negotiation
- Step 2: Clarify and analyze client's needs in the negotiation meeting
- Step 3: Propose offers using your negotiation skills
- Step 4: Close the negotiation

Part 4: Negotiation tactics and strategies

- Key factors to decide negotiation strategies
- Identifying your powers in negotiation and when to use them
- 36 strategies to negotiation
- Usage and response to each negotiation strategy
- Strategies to employ when you're in a disadvantage situation
- Rules of concession
- Points of closing negotiation

Part 5: Action plan

※ The above content is subject to change without prior notices.



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In charge Ms. Loan Anh (English, Vietnamese)
Mr. Nagayoshi Tasuku (Japanese)



TRAINING TIME & VENUE

Ho Chi Minh 7-8/8/2025 (Thu - Fri)
Time: 8:30 ~ 16:30
Venue: T Floor, Nam Giao 1 Building,
261-263 Phan Xich Long, Ward 2, Phu Nhuan Dist

Ha Noi 11-12/8/2025 (Mon - Tue)
Time: 8:30 ~ 16:30
Venue: 14F, Hapro Building, 11B Cat Linh, Van Mieu-
Quoc Tu Giam Ward, Dong Da Dist, Ha Noi



TRAINER

Ms. T. T. N. HANH

- MBA - Master of Business Administration - Ho Chi Minh City University of Economics and Finance (UEF); Mini MBA - The Oxford Centre For Leadership - United Kingdom.
- 19 years of experience as a CEO, senior manager, consulting training specialist.
- Expert in consulting - coaching, training in Business Administration and Operations; Building and developing the training system - internal development and coaching; developing leadership capacities; and sales and customer service



COURSE INFORMATION

[Language] Vietnamese
[Fee] 5,400,000 VND/Person
(Lunch for 2 days, not including VAT).
For companies with 2-4 participants, a 5% discount is applied & those with 5 or more participants, a 10% discount is available.
(Applied separately for training in HCM & in Ha Noi)
[Method] We applied offline training
[Participants] HCM: 28 people - HN: 30 people
(first -come, first-served basic)
[Registration] Fill in the attachment "Application form" and send to Aimnext via email: (training-vn@aimnext.com)