

South West

Wednesday
29 April, 2015

NEGOTIATION SKILLS

An essential for all personnel involved in contract negotiation, contract management or dispute resolution.



Negotiation in the building industry can often be difficult. This workshop is aimed at arriving at the best possible outcome for all parties involved in negotiating.

Topics covered include:

- Communication skills
- Negotiation and conflict resolution
- Avoiding bargaining over positions
- Separating people from the problem
- Insisting on objective criteria
- Getting the other side to play
- Identifying the point at which negotiation is no longer desirable or possible
- Best alternatives to a negotiated agreement

DATE: Wednesday 29 April, 2015
TIME: 9.30am – 1.00pm
TRAINER: Alana Dowley - Encore Legal Pty Ltd
VENUE: Master Builders Association Business Training & Function Centre,
19 Clifford Street (Cnr of Ray Jordan Way & Clifford Street) Bunbury
COST:

FROM \$317.00*^

***Subject to Master Builders Membership and Construction Training Fund eligibility**

^Full course cost for Non members and NOT eligible for Construction Training Fund subsidy is \$490.00

To book your place on this training course, please complete the accompanying registration form.



The Construction Training Fund provides funding support for training of eligible workers in the construction industry. We acknowledge the support of the Construction Training Fund in reducing costs of training for eligible workers.

*Prices subject to change. ^Construction Training Fund (CTF) subsidy available for eligible course participants. This course is GST free.



REGISTRATION FORM - NEGOTIATION SKILLS

Please Note: This course is subsidised by the Construction Training Fund (CTF). The CTF requires that each participants personal contact details be provided, otherwise the full fee applies.

Course Date: Wednesday 29 April, 2015		Course Time: 9.30am – 1.00pm	
Full Name of Participant:			
Participants Date of Birth:			
Residential Address of Participant:			
Suburb:		Postcode:	
Mobile Phone no:			
Email address:			
Participant Job Title:			
Job Description (brief detail):			
Company/Employer:			
Postal Address:		Postcode:	
Contact person:			
Phone:	Fax:	Mobile:	
Email:			
Please <u>tick</u> the industry sector in which you work		Commercial <input type="checkbox"/>	Housing <input type="checkbox"/>
		Engineering <input type="checkbox"/>	

Payment Details

Registration	To guarantee your place on the course please return form, with fees, to: Fax: 97261 0949 Email: southwest@mbawa.com Mail: Master Builders Association, PO Box 253, Bunbury 6231		
NOT eligible for CTF subsidy MBA Member \$445.00 p.p.....Non Member \$490.00 p.p..... Eligible for CTF subsidy MBA Member \$317.00 p.p.....Non Member \$362.00 p.p..... Please note that course prices are subject to change. This course is GST free.			
Method of Payment	Cash <input type="checkbox"/>	Cheque <input type="checkbox"/>	Amount: \$
	Credit Card <input type="checkbox"/>	EFT <input type="checkbox"/>	
Credit Card Details:	MasterCard <input type="checkbox"/>		Visa <input type="checkbox"/>
Card number: _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _	Expiry Date: _ _ / _ _		
Cardholders Name	Signature		
EFT Direct Credit Details: BSB: 306 051 Account: 039 911 5 Reference: Please quote Invoice No.			
Cancellation	Please note: Fees should accompany registration form. A refund will only be provided if at least 48 hours working/business days notice is given. You may, however, substitute another person.		

If you require further assistance please contact the South West Office on 9726 0939 or email southwest@mbawa.com