

PERTH METRO

**MASTER BUILDERS**  
WESTERN AUSTRALIA

Thursday  
14 May, 2015

# Negotiation Skills

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



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:** Thursday 14 May, 2015

**TIME:** 12.00pm – 4.00pm

**TRAINER:** Alana Dowley – Director, Encore Legal Pty Ltd

**VENUE:** Master Builders Training Centre, 594 Hay Street, JOLIMONT

**COST:**

	<u>Course Fee</u>	<u>Total</u>
MBA Member	\$460.00	\$460.00*
Non-member	\$500.00	\$500.00*
MBA Member eligible for CTF subsidy	\$460.00 - \$116.00^	\$344.00*
Non-member eligible for CTF subsidy	\$500.00 - \$116.00^	\$384.00*

If you require further assistance, please contact Carolyn Fitzgerald  
on **9441 8000** or by email [training@mbawa.com](mailto:training@mbawa.com)



*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 COURSE (marn)

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

Course Time: <b>12.00pm – 4.00pm</b>	Course Date: <b>Thursday 14 May, 2015</b>
Full Name of Participant:	
Date of Birth of Participant:	
Residential Address of Participant:	
Suburb:	Postcode:
Mobile Phone contacts:	
Participant Email address:	
Participant Job Title:	
Job Description (brief detail):	

Company/Employer:		
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 and Registration Details	
Registration	To guarantee your place on the course please return form, with fees, to: <b>FAX: 9441 8001</b> <b>EMAIL: training@mbawa.com</b> <b>POST: Master Builders Training Centre, 594 Hay Street, Jolimont 6014</b>
Eligible for CTF	MBA member \$344.00 p.p. .... non-member \$384.00 p.p. ....
<b>Not eligible for CTF</b>	MBA member \$460.00 p.p. .... non-member \$500.00 p.p. ....
<b>Course costs subject to change. This course is GST free.</b>	

Method of Payment	Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> EFT <input type="checkbox"/>	Amount: \$
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Credit Card Details:	Bankcard <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/>
Card number:    _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _	Expiry Date:    _ _ / _ _
Cardholders Name	Signature

You must please quote **INVOICE NUMBER** as the reference when paying by Direct Deposit.

<b>Cancellation Notice</b>	<i>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.</i>
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