



Negotiation Skills Workshop

June 18-20, 2019

Houston, TX USA

Workshop Agenda

Day One – Tuesday, June 18, 2019

- 8:00 a.m. - 9:00 a.m. **Registration & Continental Breakfast**
- 9:00 a.m. - 9:45 a.m. **Introductions and Program Overview**
- 9:45 a.m. - 10:45 a.m. **Session 1 – Introduction to Negotiations**
This session will examine some of the human elements that form an effective negotiator, including mental models, human nature traits and individual conflict management styles.
- 10:45 a.m. - 11:15 a.m. **Session 2 – TK Exercise**
Identification of each participant’s conflict management style(s).
- Presentation, Discussion, Q&A
- 11:15 a.m. - 11:30 a.m. **Coffee Break**
- 11:30 a.m. - 12:30 p.m. **Session 3 – Negotiation: The “Theory” – Strategy and Tactics**
This session will review some of the commonly accepted negotiation theories in practice today. It will review BATNA, strategies and discuss negotiating tactics.
- 12:30 p.m. - 1:30 p.m. **Lunch**
- 1:30 p.m. - 2:00 p.m. **Session 4 – “I Want it All” Exercise**
Negotiation exercise to establish a consortium to acquire a Production Sharing Contract.
- Presentation, Discussion, Q&A
- 2:00 p.m. - 3:15 p.m. **Session 5 – Effective Negotiations**
This session will review some of the traits and tools employed by effective Negotiators. Since preparation is often the key to a successful negotiation, this session will examine the ‘tools’ available to the Negotiator in preparation for a negotiation, including the negotiation process, planning, use of model form agreements, etc.
- 3:15 p.m. - 3:45 p.m. **Coffee Break**
- 3:45 p.m. - 4:15 p.m. **Session 6 – How to Handle the ‘Gold Digger’ Exercise**
Negotiation exercise to renegotiate a drilling rig contract
- Presentation, Discussion, Q&A

- 4:15 p.m. - 5:45 p.m. **Session 7 – Team Dynamics and Negotiation with Internal Management**
This session will examine the dynamics of negotiating as part of a team, within the team structure and against another team.
- 5:45 p.m. - 6:00 p.m. **Questions, Discussion, Summation**
- 6:00 p.m. - 7:30 p.m. **Networking Reception**

Day Two – Wednesday, June 19, 2019

- 8:00 a.m. - 9:00 a.m. **Continental Breakfast**
- 9:00 a.m. - 9:15 a.m. **Introductions and Review of Objectives**
- 9:15 a.m. - 11:15 a.m. **Session 8 – International Negotiations: Cross Cultural Impacts on Negotiations**
This session will examine the influences of and overcoming the barriers raised by negotiations between individuals from different cultural backgrounds. Time will be spent on cultural influences on negotiations and decision making.
- 11:15 a.m. - 11:30 a.m. **Coffee Break**
- 11:30 a.m. -12:15 p.m. **Session 9 – “Moving the Mootoos” Exercise**
CSR negotiation exercise
- Presentation, Discussion, Q&A
- 12:15 p.m. - 12:30 p.m. **Session 10 – Cross Cultural Negotiations: Some Final Thoughts**
- 12:30 p.m. - 1:30 p.m. **Lunch**
- 1:30 p.m. - 2:30 p.m. **Session 11 – Ethics, Integrity and Principled Negotiations**
This interactive session will examine the legal constraints and ethical pressures, including anti-corruption laws like the U.S. Foreign Corruption Practices Act, which confront the negotiator in international negotiations. In addition to reviewing legal ethical considerations, the session will review the need for a negotiator to maintain a high degree of integrity and to engage in principled negotiations. Techniques to deal with real or perceived corruption or lapses in ethics or integrity will be discussed.
- 2:30 p.m. - 3:30 p.m. **Session 12 – Negotiating with Difficult People**
This interactive session will examine some techniques for dealing with difficult people and issues.
- 3:30 p.m. - 3:45 p.m. **Coffee Break**
- 3:45 p.m. - 4:30 p.m. **Session 13 – “Trouble with Geologists” Exercise**
- Part I of the Exercise
- Discussion and Short Presentation
- Part II of the Exercise – this is to allow the teams to reach a successful conclusion

- 4:30 p.m. - 5:00 p.m. **Session 14 – Welcome to “Bolango” – Introduction to the All-Day Negotiation Game**
Small breakout groups will be formed to negotiate agreements in the island state of Bolango, a “Negotiation Skills Game”.
- 5:00 p.m. - 5:15 p.m. **Questions, Discussion, Summation – Team Organization Meeting**

Day Three – Thursday, June 20, 2019

- 8:00 a.m. - 9:00 a.m. **Continental Breakfast**
- 9:00 a.m. - 9:30 a.m. **Play “Bolango” – A Negotiation Skills Game**
Introduction and answers to any questions.
- 9:30 a.m. - 11:00 a.m. **Break-up into Teams – Play “Bolango”**
Organize teams and proceed with the Bolango Game
- 11:00 a.m. - 11:15 a.m. **Coffee Break**
- 11:15 a.m. - 11:30 a.m. **Process Check**
All teams reconvene to check that each team is progressing through the game.
- 11:30 a.m. - 12:30 p.m. **Continue to Play “Bolango”**
- 12:30 p.m. - 1:30 p.m. **Lunch**
- 1:30 p.m. - 3:00 p.m. **Continue to Play “Bolango”**
- 3:00 p.m. - 4:30 p.m. **Teams Report Results of “Bolango”**
Discuss teamwork, originality and negotiation skills issues.
- 4:30 p.m. - 5:00 p.m. **Review and Conclusion of Workshop**