

3-day Negotiation Training Programme

Pusat Mediasi Nasional

Schedule of Negotiation Training Course for RSPO, at Gedung Adi Puri,

Wisma Subud, Jakarta

Jakarta, 20-22 October 2014

Time	Subject	Duration	Fasilitator
Day-1			
08:30	08:45	Registration	
08:45	09:15	Opening and Participant's Introduction	00:30:00 1
09:15	10:15	Preliminary session: What do participants expect from this training? What is your experience?	01:00:00 2
10:00	10:15	Tea and Coffee break	
10:15	12:15	<i>Musyawarah</i> and Restorative Justice	02:00:00 1
12:15	13:15	Lunch	
13:15	15:15	Conflict Analysis	02:00:00 2
15:15	15:45	Tea and Coffee break	
15:45	17:00	Positional-based negotiation, tactics and pitfalls	01:15:00 1
Subtotal day-1		06:45:00	

Day-2			
08:30	10:00	Negotiation Structure: an introduction to interest-based negotiation	01:30:00 2
10:00	10:15	Tea and Coffee break	
10:15	12:00	Negotiation Skills: active listening and reframing	01:45:00 2
12:00	13:00	Lunch	
13:00	14:15	Simulation: identifying wants, needs and issues	01:15:00 2
14:15	15:00	Interest-based negotiation, cont.: exploring alternatives, criteria/benchmarking and BATNA	00:45:00 2
15:00	15:30	Tea and Coffee break	
15:30	16:30	How to prepare a negotiation: digging and exploring other's interest	01:00:00 2
Subtotal day-2		06:15	

Day-3				
08:30	09:00	Opening discussion	00:30	1
09:00	10:00	Case study, simulation 1: preparing a negotiation	01:00	6
10:00	10:15	Tea and Coffee break		
10:15	11:15	Case study, simulation 2: two parties negotiation	01:00	6
11:15	12:00	Developing options and setting criteria: reality test, B/C and BATNA	00:45	2
12:00	13:00	Lunch		
13:00	14:15	Case study, simulation 3: dealing with difficult parties	01:15	6
14:15	14:45	Negotiation and decision making: tactic and responses	00:30	6
14:45	15:15	Tea and Coffee break		
15:15	16:45	Case study, simulation 4: multi-party negotiation	01:30	6
16:45	17:00	Closing & PMN token	00:15	6
Subtotal day-3			06:45	
Effective hours			19:45	