

REGISTRATION FORM

Negotiating With Influence And Persuasion Towards A Win-Win Situation

Tuesday - Wednesday * November 18 - 19, 2025 * FMM Institute Malacca

FMM Institute Malacca (475427-W)

D3-4, Plaza Jayamuda,
Jalan Pelanduk Putih, 75300 Melaka
(Fax: 06-283 8090)

Please register the following participant(s) for the above programme:

1 Name _____ Designation _____

Nationality _____ IC No. _____

2 Name _____ Designation _____

Nationality _____ IC No. _____

(If space is insufficient please attach separate list)

Please Tick (✓) if your company

☐ will be claiming under SBL-Khas Scheme

☐ will not be claiming under SBL-Khas Scheme

Enclosed cheque/bank draft No. _____ for RM _____

being payment for _____ participant(s) made in favour of the

“FMM Institute”

Submitted by

Name _____

Designation _____

Company _____

Address _____

FMM Membership No. _____ PSMB MyCodeID No. _____

Telephone _____ Fax _____ Date _____

E-mail Address _____



Negotiating With Influence And Persuasion Towards A Win-Win Situation

November 18 - 19, 2025

SBL-KHAS SCHEME



FMM Institute Malacca Branch

Centre for Professional Development

When we use the word “negotiation”, many people think of big government or business discussions or secret meetings with Union representatives. This is a misconception as we negotiate all the time in our normal daily life. We all at some point have discussed with a few friends where to eat or drink, or something as simple as who is going to take the rubbish out. Not all our negotiations are trivial however, discussions with your manager regarding salary or the price you pay for a new home or car. These are all situations that involve negotiating! During this workshop, participants will get an understanding of the phases of negotiation, tools to use during negotiation, and ways to build win-win solutions.

CONTENTS

Day 1

Section 1 : Getting Started

- Workshop objectives
- Action plans and evaluations

Section 2 : What is Negotiation

- Distributive or integrative negotiations
- Phases of negotiation
- Skills of the effective negotiator

Section 3 : It's All In The Preparation

- Understanding your WATNA and BATNA
- Walk away price or WAP
- Identifying your ZOPA

Section 4 : Creating A Communicative Atmosphere

- Choosing the time and place
- Identify common ground

Section 5 : Phase One – Exchanging Information

- Setting the right tone
- What to share
- Practice your poker face

Section 6 : Phase Two - Bargaining

- What to expect
- Techniques to try
- How to break through a roadblock

Day 2

Section 7 : Mutual Understanding

- Three ways to see your options
- What do I want?
- What do they want?
- What do we want?

Section 8 : Phase Three - Closing

- Reaching consensus
- Building the agreement
- Some key questions

Section 9 : Dirty Tricks

- Personal attacks
- Control your emotions
- De-escalate the situation
- Time to walk away

Section 10 : Everyday Negotiation

- How to deal with smaller negotiations
- Negotiating via telephone

Section 11 : Negotiating On Behalf Of A Third Party

- Team Information
- Covering all the bases
- Tough questions

Section 12 : Wrap Up

Benefits

At the end of the programme, participants will be able to: -

- Understand the basic types of negotiations and the phases required for success.
- Understand the concepts: WATNA, BATNA, WAP, and ZOPA
- Complete the groundwork for negotiation
- Identify what information to share and what to keep to yourself
- Basic bargaining techniques and identifying mutual gain strategies
- Reach consensus and set the terms of agreement
- Deal with personal attacks and other difficult issues
- How to use negotiating processes in our everyday life
- How to negotiate on behalf of someone else

Trainer

MR VIGNESWARAN APPLASAMY has been involved in lecturing, research, management, sales and training for more than 14 years in the field of electrical engineering, manufacturing sector, higher education, sales and marketing. He is a certified HRDF trainer. In addition, he has been accredited by Harisson Assessment in Employee Development, completed Emotional Energy Management Trainer Course and attended Gamification and behavioural Design workshop by Yu Kai Chou.

He has used his industrial and training expertise to develop soft skills programmes with a 20/80 approach; 20% lecture, 80% practical accompanied by a training manual individually customized for each programme. Research shows that the best way to learn is by example. All sessions contain specific examples that show exactly how recommended guidelines can be implemented in practice.

Who Should Attend

All Level of Managers, Administrative and Office Staff, Secretaries, Sales Professionals, Human Resources, Sales Executives, Engineers, Supervisors and Technicians

Administrative Details

Date : November 18 - 19, 2025 (Tues-Wed)

Time : 9.00am - 5.00pm

Venue: FMM Institute Malacca

D3-4, Plaza Jayamuda
Jalan Pelanduk Putih
75300 Melaka

Fees (Inclusive of 8% SST) :

FMM Members **RM864** per participant

Others **RM972** per participant

(Fees include course materials, lunch and refreshments.)

Registration forms must be completed and returned to FMM Institute Malacca Branch by **November 11, 2025**. No refund for cancellation within 2 working days, 50% refund for cancellation between 3 - 6 working days and full refund for cancellation 7 working days prior to the programme. **CANCELLATION MUST BE IN WRITING TO FMM INSTITUTE MALACCA BRANCH.** Replacements will be accepted at no additional cost. FMM Institute Malacca Branch reserves the right to cancel or reschedule the programme. All efforts will be taken to inform participants of any changes. **However, if the company failed to obtain grant approval or in the event there is no disbursement from HRDCORP under any circumstances to us, then the company will have to make full payment to FMM Institute Malacca Branch.**

For further enquiries, please contact:

Ms Chloe Leong / Ms Yvonne Gan

FMM Institute Malacca Branch

Tel: 06-283 1639 Fax: 06-283 8090

E-mail: bing_yee@fmm.org.my /

siew_kim@fmm.org.my

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