



FMM INSTITUTE NS PROGRAMME:

EFFECTIVE NEGOTIATION SKILLS FOR PURCHASERS



**Date: 8-9 October, 2025
(Wednesday-Thursday)**

Time: 9.00 am—5.00 pm

Venue :



INTRODUCTION

The Program is intended to introduce you to the main skills and ideas involved in working in the sales, purchasing and supply chain management, and enable you to solve day-to-day problems and run routine operations. As in organization, purchasing department is connected with all related activities and plays vital roles in getting best materials in quality and prices for manufacturing goods and services while sales department is looking for more revenue from product sold. This program also provides you how effective sales and purchasing negotiation activities can help organization to maximize their profit and minimize the expenditure.



Module 4: Negotiate the Right Deal

- 4.1 Settling Objectives
- 4.2 Understand your supplier
- 4.3 Developing a negotiating strategy

Module 5: Negotiation Skills

- 5.1 Methods of Persuasion
- 5.2 Negotiation Techniques
- 5.3 Negotiation Tactics
- 5.4 Strategies to avoid

Module 6: Successful Negotiations

- 6.1 5 Rules of Negotiation
- 6.2 Elements of successful negotiations
- 6.3 Principles for effective negotiations

Module 7: Case Studies & Group discussion

LANGUAGE

English and Malay Language

OBJECTIVES

- Negotiate by providing value
- Create an offer or solution that is satisfactory for all parties
- Understand the various phases of negotiation and create a plan for each phase
- Prepare systematically and effectively for negotiations
- Use various negotiating techniques for a successful outcome
- Manage negotiations with a wider range of options
- Move progressively towards agreement



COURSE CONTENTS

Module 1: Introduction

- 1.1 The nature of Negotiation
- 1.2 The purpose of Negotiation
- 1.3 The importance of Negotiation

Module 2: The Process of Negotiation

- 2.1 Pre-Negotiation
- 2.2 Conceptualization
- 2.3 Settling the Details

Module 3: The phases & steps of Negotiation

- 3.1 Key for successful negotiation
- 3.2 The 5 phases of effective negotiation
- 3.3 The 7 steps for effective Negotiation



For enquiries, kindly contact:

FMM Negeri Sembilan Branch

Ms. Aliza / Niza

aliza@fmm.org.my /

niza@fmm.org.my /

fmm_institute_negeri_sembilan@fmm.org.my

Tel: 06-603 1626/1627/1616

Fax: 06-603 1628

EFFECTIVE NEGOTIATION SKILLS FOR PURCHASERS

Date: 8-9 October, 2025 (Wed-Thurs)

Time: 9.00am - 5.00pm

Venue: Seremban



Registration & Payment

PARTICULARS	PARTICIPATION FEE	
	Member	Non-Member
Inclusive of SST at 8%	RM 1,080.00 / pax	RM 1,242.00 / pax
HRDCorp Registered Employer	Claimable under HRDCorp SBL-Khas Scheme • No payment to FMM Institute • Fee will be deducted from the employer's HRDCorp contributions. Fund must be sufficient • Full payment is to be made to FMM Institute in the event that no disbursement from HRDCorp under any circumstances.	
HRDCorp NON-Registered Employer	Cheque or online transfer made payable to FMM Institute	

- Registration is on a **first-come-first-serve basis**. Upon faxing/mailling the completed Registration Form to FMM, you are deemed to have read and accepted the terms and conditions. The program would also be deemed as confirmed unless informed otherwise.
- All registration together with the payment should be made **before the event date**. Certificate will only be issued upon full payment.
 - Malayan Banking Berhad A/C No: 505176 510352
 - FMM INSTITUTE SST Registration No: W10-1901-32000105
- For SBL-KHAS, **grant approval must be provided to FMM at least 3 days** before the event. An attendance of 100% is a must, otherwise employers will be billed in full.

Who Should Attend

This Effective Negotiation Skills for Purchaser is suitable for Purchasing, Contract, Procurement, Administration, Finance, Inventory Management and Office Manager and executives are new to the job and who intends to enhance their skill level.

Trainer

Mr DEVINDRAN RAJU is a Freelance Corporate Trainer specializing in the area of Supply Chain Management/Logistics. He obtained his Bachelor of Business Administration Degree (Hons.) from Universiti Utara Malaysia (UUM). He is currently pursuing his MSc. (Management) with Universiti Utara Malaysia. Devin is a Certified Trainer by PSMB (HRDF). Devin is highly motivated and knowledgeable Trainer with more than 18 years of experience in Supply Chain Management/Logistics. He has held various managerial positions with several multi-national corporations and previously he was holding the position of Director with Macrolink Solutions (M) Sdn Bhd. He has vast experience spanning numerous clients and various industries such as FMCG, Electric, Electronics, Automotive, Manufacturing, Forwarding and 3rd Party Logistics. Devin has researched and designed training programs in the areas of Supply Chain Management, Total Logistics, Procurement, Inventory, Shipping, Warehousing, & Incoterms.

Replacement / Cancellation

- Must be made in writing with reasons to FMM Institute
- Full payment fee will be charged by FMM Institute for cancellation within 2 days prior to the programme.
- 50% payment charged for cancellation between 3-6 days.
- No payment charged for cancellation within 7 days prior to the programme.
- Participants who did **not turn-up will be charged full payment**.
- Replacement can be accepted at no additional cost. FMM reserves the right to cancel or reschedule the program.

Closing Date :

7 October, 2025

REGISTRATION FORM

FMM Institute Negeri Sembilan Branch Fax : 06-603 1628

Name	Designation	Email	I.C Number / Passport Number
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Payment:

Full payment of RM _____ will be made via ☐ SBL-Khas ☐ Cheque ☐ Direct bank-in

Please Tick (/)

☐

FMM Member

Membership No : _____

☐

NON- Member

Submitted By:

Name : _____

Designation : _____

Company : _____

Address : _____

Tel : _____ Fax : _____

Email : _____

Company Stamp