



WSQ APPLY BASIC NEGOTIATION SKILLS AND TECHNIQUES

(Course Code: CRS-Q-0030421-BM, Course Support Period: From 03 Oct 2019 to 02 Oct 2021)

Introduction

We often negotiate with clients, colleagues, subordinates and even bosses, formally or informally. Negotiation is about making adjustments to timelines, priorities, resources and deliverables to help things run smoothly.

Most people find it difficult to start a negotiation because they do not know how to start. Some are afraid to engage in negotiations because they worry that they would not know how to handle the situation should a negotiation become difficult. Or other times, we feel we could have done the negotiation better. It is an art which many of us are not fully confident in doing.

This course equips you with the key negotiation skills which can significantly improve both the individual and business performance and ultimately meeting the needs of the participating parties.

Target Audience

The training is targeted at professionals who are keen to learn the skills and knowledge about negotiating at the workplace.

Course Objectives/Outline

1. Identify negotiation outcomes in commercial situations to establish organisation's desired position in the negotiation.
2. Identify roles and responsibilities needed to support negotiation objectives.
3. Prepare relevant background information to understand other parties' position.
4. Use negotiation processes and techniques to assist in achieving desired negotiation outcomes.
5. Record negotiations for evaluation and documentation purposes.

Training and Assessment

The programme is highly interactive, incorporating mini-lectures, group discussions, role plays and written assignments.

Certificate

Upon successful completion (achieve 75% attendance and pass the assessment), participant will receive a WSQ Statement of Attainment (SOA).

Date : TBA

Time : 9am to 6pm

Total Hours : 7.5 hours (1 day)

Venue : TBC

Course Fee (GST not applicable)

Full Fee before funding \$200.00

Nett Fee after funding

50% Funding

\$100.00

- Company-sponsored:
Non-SMEs (SG < 40 yrs old/PR)
- Self-sponsored :
S'poreans between 21-39 yrs old/PR

90% Funding

\$20.00

- Company-sponsored:
 - Non-SMEs (SG ≥40 yrs old)
 - SMEs (SG/PR)
- Self-sponsored: S'poreans ≥ 40 years old

95% Funding

\$10.00

- Company-sponsored or Self-sponsored:
S'poreans ≥ 35 yrs old earning ≤ \$2K/mth

Singaporeans can use

**SKILLSFUTURE
CREDIT**

For Enquiries

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COURSE FEES

For Company-Sponsored ^{*1}

Full Fee before Funding	Singaporean/ PR				Singaporean Only			
	Non-SMEs <i>Normal Funding</i>		SMEs (Min 30% local shareholding, & Group annual sales turnover ≤ \$100 million or Employment size ≤ 200)		Mid-Career Enhanced Subsidy (Aged 40 years and above)		WTS Scheme (Aged 35 years & above with a Monthly Income Cap: \$2,000)	
Achieved ≥ 75% attendance for module & Passed the Final Assessment to be eligible for funding								
Full Fee (\$\$)	Training Grant @ 50% (\$\$)	Nett Fee (\$\$)	Training Grant @ 90% (\$\$)	Nett Fee (\$\$)	Training Grant @ 90% (\$\$)	Nett Fee (\$\$)	Training Grant @ 95% (\$\$)	Nett Fee (\$\$)
200.00	100.00	100.00	180.00	20.00	180.00	20.00	190.00	10.00

^{*1} Companies which sponsor staff are eligible to receive a complimentary STADA Corporate Membership.

For Self Sponsored ^{*2}

Full Fee before Funding	Singaporean/ PR		Singaporean Only			
	Baseline Funding (Aged 21 years & above)		Mid-Career Enhanced Subsidy (Aged 40 years and above)		WTS Scheme (Aged 35 years & above with a Monthly Income Cap: \$2,000)	
					<i>To attach any of the following:</i> - WTS/WIS Notification Letter - IRAS tax notification letter - SINGPOST receipt for CPF income declaration - Any last 3 mths' payslip - Employment contract dated ≤ 3 mths before registration	
	Achieved ≥ 75% attendance for module & Passed the Final Assessment to be eligible for funding					
Full Fee (\$\$)	Training Grant @ 50% (\$\$)	Nett Fee (\$\$)	Training Grant @ 90% (\$\$)	Nett Fee (\$\$)	Training Grant @ 95% (\$\$)	Nett Fee (\$\$)
200.00	100.00	100.00	180.00	20.00	190.00	10.00

^{*2} Self-sponsored applicants are eligible to receive a complimentary STADA Ordinary Membership.

FUNDING

(i) Course Fee Support

The sponsoring company/ self-sponsored applicant will pay the **Nett Course Fee** after course fee subsidy to STADA.

(ii) Absentee Payroll (AP) – for company-sponsored employees only

	Normal Funding	SMEs	WTS
AP for training <u>during</u> working hours	80% of hourly basic salary (capped at \$4.50 per trainee hr)	80% of hourly basic salary (capped at \$7.50 per trainee hr)	95% of hourly basic salary
AP for training <u>outside</u> working hours	80% of hourly basic salary (capped at \$4.50 per trainee hr)	80% of hourly basic salary (capped at \$7.50 per trainee hr)	95% of hourly basic salary
Mandatory AP top-up by employer for training outside working hours	Balance 20% of hourly basic salary (capped at \$1.10 per trainee-hr)	Balance 20% of hourly basic salary (capped at \$1.90 per trainee-hr)	Balance 5% of hourly basic salary
Total AP receivable by employees for training <u>outside</u> working hours, i.e. (i)+(ii)	100% of hourly basic salary (capped at \$5.60 per trainee hr)	100% of hourly basic salary (capped at \$9.40 per trainee hr)	100% of hourly basic salary

Eligibility Criteria for 1 (i) & (ii) – for company-sponsored employees only:

- Participant must be sponsored by organisation and is a direct employee.
- Organisation must be registered in Singapore and register for a SSG SkillsConnect account at www.skillsconnect.gov.sg.
- Organisation must submit funding application for Course Fee Support/ Absentee Payroll via the SkillsConnect system 30 days from course commencement.
- STADA is not liable if applicant fails to meet at least 75% attendance, does not complete or fail the assessment, or for any other reason where Course Fee Support/ Absentee Payroll funding is not submitted or approved. In this case, we will unfortunately have to, under SSG's regulation, charge your organisation the full fee for each participant.
- For enquiries, please visit www.skillsconnect.gov.sg or contact 6883-5885.

(iii) SkillsFuture Credit – for self-sponsored applicants only

All Singaporeans aged 25 years old and above will be able to access their SkillsFuture Credit account and submit a claim of up to \$500 via www.skillsfuture.sg/credit. All SkillsFuture Credit claims have to be submitted at least 3 working days before course commencement date.

For further enquiries, please contact:
victorang@stada.org.sg or 6785 0776.
 URL: <http://www.stada.org.sg>