



EPAA

NEGOTIATION & INFLUENCING SKILLS WORKSHOP



EPAA was launched to equip our career minded, forward thinking professionals with the knowledge and expertise, in order to provide a strategic executive support service to leaders across the United Kingdom.

The landscape for UK Business Support Professionals is changing rapidly and now is the time to ensure essential skills are up to date and of value for today's executives and organisations. To truly succeed as an Executive Assistant, you need to master the ability to negotiate and have influence in business.

Our one day member workshop has been put together with this in mind and to ensure you have greater confidence and credibility going forward with your careers.

Negotiation is used in everyday life and is a method by which people settle differences. It is quite simply put, a process and discussion aimed at reaching an agreement.

To become a great negotiator on behalf of your executive and organisation will require you to be an effective communicator, strong decision-maker, adept at building and maintaining excellent working relationships, applying appropriate power and influence, structuring agreements professionally, and ultimately developing buy-in.

This is a highly interactive workshop, which offers practical examples and exercises for members to gain a deeper insight and understanding of these subject areas. We will provide you with useful strategies, which aim to expand your capabilities and can be used as soon as you leave the workshop!

WHY ATTEND?

- Learn how to negotiate and the processes involved
- Make effective preparations before starting to negotiate
- Characteristics of a successful negotiator
- Learn clear structures for negotiations that will help you focus and achieve results
- Understand listening and questioning techniques
- Learn your influencing style
- Defining authority levels and influencing with impact

INCLUDED IN THE DAY:

- Electronic certificate of attendance
- 10 EPAA CPD credits awarded to members on CPD programme
- All refreshments and lunch
- Workshop led by UK industry expert and EPAA Founder, Victoria Darragh

Please refer to the EPAA website for the schedule of dates and locations.

WHO SHOULD ATTEND?

Please note this workshop is **restricted to paying members** of EPAA only.

You will need to supply a valid membership number to ensure confirmation of booking. This workshop is being offered as part of our new membership packages and prices for 2019.

The workshop is pitched at intermediate level, however we also encourage those less experienced professionals to attend, should you feel this is relevant to your professional development plan at this time.

General Information:

Each workshop has a maximum of 10 places and these are offered to our membership on a first come, first serve basis.

The workshop will commence at 10.00am (with registration from 9.30am and will conclude at approximately 4.00pm)

We reserve the right to cancel a delegate place, whereby membership renewal is overdue or remains unpaid.

Places cancelled within four weeks of the workshop date will incur a £40.00 charge to cover lost time of the Association and its staff and volunteers.

Please complete the short form on our website and read the above conditions for cancellation to confirm your place.

<https://epaa.org.uk/events-public/negotiation-influencing-workshop/>

If you experience any technical difficulties or need any additional information please contact EPAA's Office Manager, Leonnie Braker generalenquiries@epaa.org.uk



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