

## Programme

### DTDA Workshop on Meeting Techniques

Time	Day 1	Day 2
8.00	Registration of participants	Registration of participants
8.30 - 10.00	Opening and practical information Introduction of: Participants & trainers Workshop rules Programme & Objectives	Good and bad listeners Strategy proposal for solutions  <u>First meeting (negotiation)</u> and feedback (Role play)
10.00 - 10.15	<b>Break</b>	<b>Break</b>
10.45 - 12.30	Typical problems in negotiations/negotiation results? Opportunities by negotiations, success experience? (Group work & Presentation)	Notice of a meeting Type of minutes & minute writing (Active lecture) <u>Pre -meeting for second meeting:</u> Minute writing & minute coordination
12.30 - 13.30	<b>Lunch</b>	<b>Lunch</b>
13.30 - 14.00	Meeting techniques (Active lecture)	Joint interest, concessions and alternative demands
14.00 - 14.30	Type of managers (Active lecture)	Negotiation phases
14.30 - 15.30	Case study and first draft strategy (Group work)	(Group work/Strategy/Minutes)
15.30 - 15.45	<b>Break</b>	<b>Break</b>
15.45 - 17.00	Case study and first draft strategy (Group work)	<u>Second meeting (negotiation)</u>  Evaluation and closing