



# PRE-WORK

## Negotiation and Conflict Management

### Pework assignment form.

- ❖ You are scheduled to attend the Executive Negotiation Skills or Conflict Management workshop. In preparation for your participation in this workshop, please briefly describe a negotiation or conflict you are currently involved in or anticipate being involved in. The negotiation can be either business related or personal. (For example a purchase of a car or home). This case or one with similar elements will be worked on during the seminar.
- ❖ Please choose a situation you are having difficulty with.
- ❖ If it's already easy for you, there is less to learn from the simulation and analysis.
- ❖ In your description attempt to characterize the person you are dealing with by citing specific behavior observed in past encounters. If it's a first time meeting, anticipate the characteristics in the other party that you might find difficult to deal with.
- ❖ Please submit your pre-work well in advance, if possible. Thank You.
- ❖ When completed, please fax it to +1 301 765 7688 or send it by mail to The HalenGroup Inc. PO Box 34599, Bethesda, MD 20827. (Please mark the envelope "Pre-work")

1. Your Name:\* \_\_\_\_\_
2. E-mail: \_\_\_\_\_
3. Company Name:\* \_\_\_\_\_
4. Sector/Group: \_\_\_\_\_
5. Workshop type:\*    Negotiation...      Conflict Management...      Other...
6. Date of Workshop?    Month\_\_\_\_ Day\_\_\_\_ Year\_\_\_\_\_
7. Description of negotiation or conflict? \_\_\_\_\_  
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