

Success in EU Negotiations: The Key Skills for shaping EU Decisions in Commission Committees and Council Bodies

Brussels (BE), 21-23 November 2017



European Institute of Public Administration
Institut européen d'administration publique



Erasmus+

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What is this course about?

This three-day skills-oriented course aims to help participants to improve their abilities to influence processes of multilateral negotiation in EU settings, particularly in the European Commission and the Council. Specific skills are required to participate effectively in these processes and shape their outcome. The course highlights essential skills - methodological, strategic, '*protocolaire*', rhetorical and behavioural – which are required to successfully represent positions and interests. The course transfers both the technical know-how and politically appropriate tools to exert influence as a delegate in EU multilateral and intercultural negotiation processes.

How will it help you?

The course is highly interactive, practical and individual. It combines scientifically established recommendations, empirical knowledge, a learning-by-doing approach using three simulations, and performance feedback. The role-plays place the participants in typical multilateral situations of deliberation, negotiation and bargaining. Participants can audit and improve their individual practice and abilities. Video recording is used to produce learning points and elaborate handy *dos and don'ts* in a targeted, practical and realistic manner. Participants will receive a special negotiation handbook; specifically designed methodologies to strategically gear up for negotiations; and tools to individually assess their strengths, personality and cultural preferences. Six months after the course, participants will have the opportunity to continue the indispensable individual self-auditing exercise through individual interviews and exchange sessions with the moderators. Participants will be invited to review their skills and assess their performance in the EU negotiations experienced after the programme.

Who will benefit most?

This course is directly relevant for all regional, national and EU officials who take part in the negotiations inherent to the decision-shaping and decision-taking processes of the EU. In particular, it will be beneficial for case handlers and coordinators based in national capitals, regions or authorities, as well as representatives in Council preparatory bodies and '*comitology*' committees, attaché(e)s from Permanent Representations, as well as officials from EU institutions and agencies. Good prior knowledge of EU decision-making is required to take full advantage of the training.

Programme

TUESDAY 21 NOVEMBER 2017

- 09.00 **Introductory session**
- 09.30 **Translating the six skills into individual agendas (workshop)**
- 10.30 Coffee break
- 10.45 **Skill No. 1: Preparing a battle plan (simulation exercise No.1)**
- 11.45 **Debriefing and learning points**
- 12.45 **Presentation of simulation No. 2**
- 13.00 Lunch break
- 14.00 **Skill No. 2: Defending positions and interests (video recorded role-play – simulation No. 2)**
- 15.30 Coffee break
- 15.45 **Role play (continued)**
- 16.45 **Collective and individual analysis of the role-play**
- 17.15 **End of day one**

WEDNESDAY 22 NOVEMBER 2017

- 09.00 **Skill No. 3: Momentum management (video analysis)**
- 10.45 Coffee break
- 11.00 **Skill No. 4: Effective communication (video analysis)**
- 12.45 Lunch break
- 13.45 **Video analysis (continued)**
- 15.00 Coffee break
- 15.15 **Skill No. 5: Cross-cultural and interpersonal management (workshop and situation room)**
- 16.15 Break
- 16.30 **Cross-cultural and interpersonal management (continued)**
- 17.15 **End of day two**

THURSDAY 23 NOVEMBER 2017

- 09.00 **Skill No. 6: Bargaining (presentation and introduction to simulation exercise No. 3)**
- 10.00 **Simulation exercise**
- 10.30 Coffee break
- 10.45 **Simulation exercise (continued)**
- 12.00 **Debriefing of simulation exercise (part 1)**
- 12.45 Lunch
- 13.45 **Debriefing of simulation exercise (part 2)**
- 14.45 **Individual feedback and interview planning**
- 15.00 **Reality check: evaluating a real life (video recorded) European negotiation**
- 15.30 **Evaluation and end of seminar**

EIPA EXPERT:

Frank Lavadoux

Senior Lecturer, Expert in Negotiation and Communication Techniques, Programme on European Negotiations, EIPA.

General Information

Programme

The programme will commence on Tuesday at 09.00 and will finish on Thursday at 15.30.

Seminar venue

MCE Conference Centre
Rue de l'Aqueduc 118
1050 Brussels,
Tel: +32 2 543 2100
[Site map](#)

Working language

The course will be conducted in English. It could also be delivered in French (minimum of 6 'French speaking' participants).

Fee

EIPA members' fee*: €1395
Regular fee: €1550

The participation fee includes documentation, three lunches and refreshments. Accommodation and travel costs are at the expense of the participants or their administration. Note that reductions cannot be accumulated. For more information: <http://seminars.eipa.eu> (Training courses - Discount policy).

* EIPA members can take advantage of a reduced fee; this is available to all civil servants working for one of EIPA's member countries (i.e. AT, BE, BG, CY, CZ, DE, DK, ES, FI, FR, GR, HU, IE, IT, LT, LU, MT, NL, NO, PL, PT, SE, UK), and civil servants working for an EU institution, body or agency.

Hotel reservations

If overnight accommodation is required, we kindly request you or your organisation to make the necessary hotel arrangements.

Meals

Lunches will be served at the MCE Conference Centre. Should you require a special menu (e.g. vegetarian, diabetic), please inform the Programme Organiser so that this can be arranged.

Registration

Kindly complete the online registration form which can be found on EIPA's website <http://seminars.eipa.eu> before **6 November 2017**.

Programme Organiser

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Your name and address will be part of EIPA's database for our mailing purpose only. If you do not want to be included in our mailing database, please tick the box on the registration form.

Confirmation

Confirmation of registration will be forwarded to participants on receipt of the completed registration form.

Payment

Prior payment is a condition for participation. Please indicate the method of payment on the registration form. For cancellations received within 15 days before the activity begins, we will have to charge an administration fee of €150 unless a replacement participant is found.

Cancellation policy

EIPA reserves the right to cancel the seminar up to two weeks before the starting date. EIPA accepts no responsibility for any costs incurred (travel, hotel, etc.). For more information: <http://seminars.eipa.eu> (Training courses - Cancellation policy).

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