

Hartley-Brewer Negotiation Consultants

Executive Briefing

Hartley-Brewer Negotiation Consultants Ltd

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Summary

We deliver top quality negotiation skills training to key negotiators in corporate and investment banks, private equity houses, corporates in all sectors, professional firms and public authorities.

We also provide advice on the planning and conduct of major negotiations.

Our consultants have high level, real world negotiation experience and have been intensively trained by negotiation ‘guru’, Mike Hartley-Brewer.

We provide a three day Negotiation Masterclass and an optional one day ‘Booster’ course six to twelve months later.

The Masterclass covers all key areas, including

- Planning in a structured but flexible way
- Managing the negotiation process through its three stages
- *Creating* value by optimising the deal ‘shape’
- *Claiming* value through the effective use of power
- Knowing when and how to use reasoned argument – and when not to
- Effective teamwork
- Managing personal style and behaviour

There is also a major focus on the increasingly important hybrid process of ‘negoti-auctions’.

Participants in the Masterclass receive a copy of *The Complete Negotiator*, a manual packed with practical tools and techniques, and *The Pocket Negotiator*, its portable companion.

Our training is highly interactive (no ‘torture by PowerPoint’!) and centres on participation in realistic negotiation exercises with video playback and analysis to bring out key learning points.

Our tutors are direct and robust but humorous.

To minimise ‘days off the job’, some clients prefer to run the Masterclass in two long days (8am-8pm) and/or to use a weekend day.

The cost of a Masterclass in the UK for 12 participants is £22,470 (£1,873 per head). The payback is typically a very large multiple of the cost and comes in the form of better prices, fees and other terms with customers, clients and suppliers; and improved relationships both internally and externally.

We encourage our clients to measure the return on their investment.

Our Clients

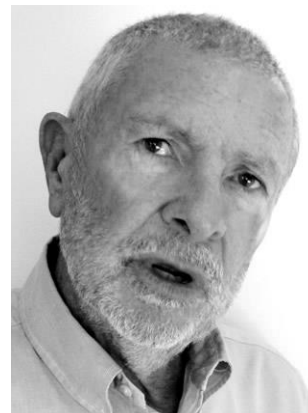
Our consultants have provided negotiation skills training for numerous clients in a wide range of sectors, including (in alphabetical order):

Alliance and Leicester	GKN Aerospace
AIB	Gudme Raschou
Almiral	Handelsbanken
ANZ Bank	Henderson Private Capital
Austrianova	Hewlett Packard
Baird	Home Retail Group
Bauer Media	HSBC
B&Q	Intermediate Capital Group
BBC	ING
BHP Petroleum	Inpharmatica
BNP Paribas	Insitut Pasteur
BP	Jewson
Bridgepoint	Kingfisher
Bristol-Myers Squibb	Lazard
BT	Liberty
BTG	Lloyds Bank
Cable & Wireless	Linklaters
CAIB	Lovells
Cairn Energy	McKinsey & Co
Candover Partners	Merrill Lynch
The Carbon Trust	Ministry of Defence (UK)
Carlson Wagonlit Travel	Nationwide
Capita	Nike
Capital Group	Palamon Capital Partners
Carnegie	PPM Capital
CBPE	Rolls Royce
Chevron	NM Rothschild & Sons
Cinven	RBS
ConocoPhillips	Selfridges
Commerzbank	Serco
Credit Suisse	Serono International
Deloitte	Shell
DHL	SkillCapital
Deutsche Bank	Smiths Group
Disney Stores	WH Smith
EMAP	Société Générale
EMI	Staples
Ernst & Young	Talisman Energy
Eurohypo	3i
Exel Logistics	Triton
Flemings	UBS
Fox-Pitt, Kelton	Wragge & Co
General Electric	Zurich Financial Service

Our Consultants

Mike Hartley-Brewer

Mike Hartley-Brewer is an internationally recognised authority on the theory and practice of negotiation. The firm he established, Hartley-Brewer Negotiation Consultants (HBNC), is widely regarded as the preeminent provider of both negotiation skills training and advice on planning and conducting high value negotiations.



Although he no longer conducts training courses himself, Mike personally trained and mentored the HBNC consulting team.

He advises the firm's clients on how best to meet their needs and is available on request to provide advice to clients on the conduct of important negotiations.

Mike graduated in behavioural sciences. He then worked as a journalist, a Political Adviser to the British Government, and a 'trouble-shooter' and head of training for an international oil trading company before setting up his specialist negotiation consultancy in 1985.

As the leading consultant in his field, Mike worked all over the world with blue chip companies in many sectors, in both training and consulting roles.

He has been profiled in several national newspapers and was the subject of a documentary on BBC Television.

Mike also taught negotiation skills at London Business School for MBA students, managers and entrepreneurs.

He enjoys sailing, Scuba diving and playing poker.

Our Consultants II

Stephen Hartley-Brewer

Stephen Hartley-Brewer worked extensively in the financial investment and consulting sectors before establishing The Negotiation Skills Group to provide high level negotiation skills training and advice on the planning and conduct of major negotiations.

In July 2015 his firm merged with Hartley-Brewer Negotiation Consultants and Stephen now runs the combined business.



A highly effective trainer and an experienced consultant, he also has strong financial knowledge and skills which are particularly useful when working with clients in the financial services sector.

Stephen has worked with clients in sectors ranging from investment banking and private equity to mezzanine finance, law firms and business services.

After graduating with a First in Philosophy, Politics and Economics from Magdalen College, Oxford, he joined The Boston Consulting Group, one of the world's top consulting firms, where he advised clients in sectors ranging from financial services to retail.

He then moved into finance. While working at blue-chip private equity and hedge funds including BC Partners and TPG-Axon, his negotiation experience covered advisory mandates, financial covenants, distressed debt restructurings, private equity investments, take-privates and litigation.

Having enjoyed negotiating far more than staring at stock prices on a Bloomberg screen or crunching numbers in a spreadsheet, he retired from the markets to establish his own firm specialising in high level negotiation skills development. In doing this he is drawing on a lifetime of lessons from watching and listening to his father Mike Hartley-Brewer who, until his retirement in 2010, was widely regarded as the world's best trainer and consultant in the field of negotiation.

In his spare time Stephen enjoys playing in poker tournaments, scuba diving and skiing, and is an international level freediver.

Our Consultants III

Dr Gabriela Lazar

Gabriela Lazar had wide experience of international negotiations in the pharmaceutical, cosmetics and retail sectors before becoming a negotiation skills trainer.

She joined Hartley-Brewer Negotiation Consultants in 2001 and has run numerous high level negotiation skills courses for clients ranging from investment banks and private equity houses through energy and logistics firms to retailers and pharma companies.



Born in Romania, she graduated in Pharmacy from the Bucharest Institute of Medicine & Pharmacy, having achieved the highest marks in the competitive entrance examination.

She was a member of the Romanian national basketball team, sometimes as the captain, and also won the national championship several times with her club team.

After the fall of the communist regime Gabriela left Romania and went to Paris, where she obtained a PhD with Written Congratulations of the Jury, winning a prize for the best PhD in Pharmacology. She worked in a pharmaceutical research laboratory in parallel with her studies, becoming Head of Skin Care Evaluation, and co-authored four international patents.

Gabriela then worked in the UK, Germany and France in international Business Development roles in the healthcare industry. She was involved in negotiating licensing agreements and acquisitions and disposals of companies and products internationally. She also successfully negotiated a number of complex distribution contracts while leading a team responsible for the integration across much of Europe of a major acquired product range.

Gabriela speaks fluent English, French and Romanian and has a working knowledge of German and Italian. She enjoys skiing, scuba diving, sailing and horse riding.

The Negotiation Masterclass: Learning Goals

Our goal is to help participants to become more effective both as solo negotiators and as team members. By the end of the programme all participants should have:

- A clear grasp of their personal negotiating Style and Behaviour and how to manage these more effectively.
- An awareness of the need for both Cooperative Win-Win and Competitive Win-Lose strategies, and the ability to strike a realistic balance between them.
- An understanding of the three fundamental Modes of negotiation – Creativity, Reason and Power – and when to use each of them.
- A set of flexible Planning Tools for determining a limit, target and opening position; deciding what information should be kept vs. shared; planning with multiple issues, etc.
- Practical mechanisms for Creating and exploring Options for Mutual Gain to build a better deal for both parties.
- Effective techniques for using Reason to reach agreement by putting arguments more persuasively.
- The ability to use and resist Power Tactics at the pivotal moments of the negotiation by
 - crafting and reacting to Opening Positions
 - managing the flow of Concessions
 - deploying Closes that seal the deal.
- Proficiency with all the major Gambits: knowing when and how to use them, how to counter them, and even how to counter the counters.
- Enhanced Social Skills in communicating, questioning, listening, managing conflict and reading the hidden meanings of speech and body language.
- A clearer focus on effective Teamwork in the planning and conduct of negotiations.
- Greater Control over the negotiation process – whether face to face or on the phone – to manage a smooth transition through the Three Phases to a successful Closing of the deal.
- A clear understanding of when to run a hybrid Negoti-auction; and how to run and respond to a negoti-auction in both the bidding and negotiation stages.
- Structured techniques for Reviewing both individual and team performance to build on success and learn from setbacks.

The Negotiation Masterclass: Content

INTRODUCTION

- Identifying participants' specific negotiation problems
- The Three Modes of Negotiation: Creativity, Reason and Power
- The need for more Creativity
- The problem with Reason (it usually doesn't work!)
- The importance of Power

STRATEGY

- Win-Win and Win-Lose defined
- The link between Strategy and Modes
- Zero Sum and Non-Zero Sum Games
- Mixed strategies: competing and cooperating simultaneously
- The concept of an 'optimum deal' shape
- Win-Win is not the same as compromise!
- Mutual gains: where do they come from?

STYLE AND BEHAVIOUR

- Four Negotiating Styles: Warm, Tough, Numbers, Dealer
- Identifying and managing my Style
- Coping with other people's styles
- Style: links with Strategy and Modes
- Styles and their approaches to Information
- Style: implications for Teamwork
- DOs and DON'Ts of Behaviour (facilitating or impeding agreement)

PLANNING TOOLS

- The Issue Map, Base Shape and Adjusters
- The Negotiable Range
- Deciding your Limit: the Best Realistic Alternative (BRA)
- Setting a Target: the aspiration effect
- Opening Positions: realistic or extreme? The Nibble
- The Concession Matrix
- The Information Matrix
- The OMG Scanner: finding Options for Mutual Gain
- The Deal Juggler – an aid to creativity

PHASE I AND ITS TACTICS

- Background Statements – making them work for you
- Issues, Interests and Positions: three levels of negotiation
- Building an Agenda for the negotiation – the Issues
- Managing the Information Exchange – exploring Interests
- Deploying and responding to Opening Positions
- Who goes first? The Anchor.
- Floppies and the Flinch
- Tactical Gambits and counter-measures of Phase I

Continued

PHASE II AND ITS TACTICS

- How to narrow the gap
- Creativity, Reason and Power: when and how to use each Mode
- The Concession Rules
- Maintaining momentum and keeping control
- Calling and using adjournments constructively
- Tactical Gambits and counter-measures of Phase II

PHASE III AND ITS TACTICS

- When and how to close
- Summarising the agreement
- Breaking a Deadlock: 14 Keys
- The Final Offer Gambit
- Late Gambits
- Keeping control of the paperwork

PERFORMANCE REVIEW

- Reviewing *results* against Target and Limit
- Reviewing the *process* – a systematic approach

TASKS AND TEAMWORK

- The four Tasks (Send, Receive, Record, Manage the Meeting)
- Hidden meanings of speech and body language
- Managing the tasks when solo
- Teamwork: the unity problem
- Teamwork: the role problem (who does what?)
- The solution: our Team Role System

MEDIA

- Writing, video conference, phone, or face-to-face? Pros and cons of each
- Implications of different set-ups for meetings
- Telephone Tips

CULTURE

- National, Organisational and Functional Cultures
- The problem of stereotypes
- Dimensions of cultural difference in negotiations
- Managing cultural diversity

NEGOTI-AUCTIONS

- What are they?
- When to run one
- How to run the negotiation stage
- Responding to a negoti-auction: bid stage and negotiation stage

PERSONAL ACTION PLANS

- Strengths to build on: how?
- Weaknesses to control: how?
- Commitment to try new skills and techniques
- Defining opportunities to use new skills and techniques

The Negotiation Masterclass: Learning Methods

Small groups of eight to twelve allow participants to practise new skills in a safe environment and to receive individual feedback on their style and behaviour.

Simulated negotiations are the main learning vehicle, together with discussions, group tasks and other interactive procedures.

The style of our course tutors is fast, direct and fun.

Video playback of the negotiation exercises is used

- to introduce key concepts and techniques
- and to give feedback to individuals on their performance.

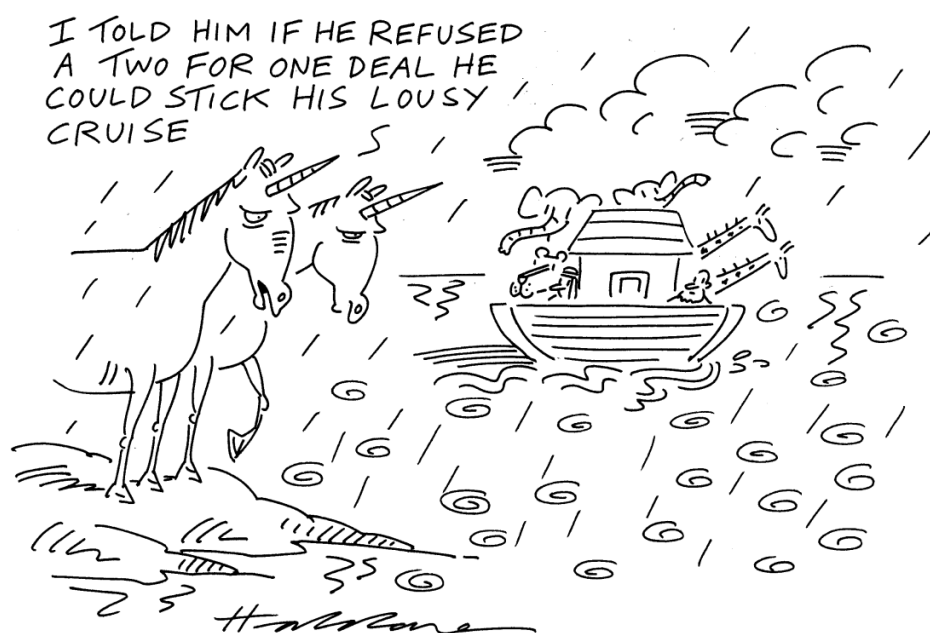
Flexibility is part of the package. There is no rigid daily timetable. Key concepts and skills are detailed in *The Complete Negotiator*, the course manual. But the syllabus is covered in a way that reflects participants' needs and experience and picks up on the learning points that arise out of each simulation or discussion.

Implementation is a major theme. Participants prepare action plans for building on their strengths and tackling weaknesses; and they identify specific steps to be taken in their relationships with key negotiating partners / upcoming deals.

To help them put their learning into action, participants also receive a portable, ring-bound set of laminated reminder cards, *The Pocket Negotiator*.

Follow-up and reinforcement are available in the form of a one day 'Booster' course.

Results are measured using our *Implementation Checkout* questionnaire, which typically demonstrates impressively large financial savings and gains as well as improvements in confidence and professionalism.



The Negotiation Masterclass: Exercises

The negotiation exercises are a central feature of our courses. There are no lectures, PowerPoint presentations or the like. Key learning points emerge from what happens in the exercises and from participants' own experience, questions and comments.

Our extensive suite of negotiation exercises includes the following examples.

- A one-on-one fee negotiation between a service provider and a potential new client, with time pressure, a competing incumbent supplier and the possibility of significant future business.
- A multi-issue negotiation under competitive pressure with opportunities for the seller to leverage competitive advantage and create extra value for both parties. One-on-one.
- A 'negoti-auction' where a short-listed bidder for a major international supply contract has been invited to the table, is under price pressure, but has the opportunity to improve the 'shape' of the deal in several ways. The bidder faces the classic danger in a negoti-auction: negotiating against yourself! Conducted in teams.
- A final meeting, again in teams, to settle the last remaining issue on the above deal. Failure to exchange information effectively may result in a sub-optimal solution – or even the collapse of what appeared to be a 'done deal'.
- Purchase and sale of a business where the buyer and seller have different perceptions of a particular risk. Debating who is right, instead of finding a creative solution, will make a deal almost impossible. Teams, or solo negotiators, or solo against a team.
- A company is selling a non-core division. Another 'negoti-auction', this situation also requires dealing with the non-financial 'must-haves' of the seller and negotiating a solution to a contingent liability. Solo or team.
- A negotiation between a private equity house and a lender of acquisition finance, during an auction for a company. In addition to juggling interest rates, fees and loan size, the sides must assess the costs and benefits of going 'exclusive' with each other. Conducted in teams.

We select from our 'library' the exercises that are most relevant to a client's needs.

Apart from full scale negotiation exercises like the examples above, we also give course participants a number of 'mini-practices' where they can rehearse particular critical incidents, such as

- making an effective Background Statement
- putting a firm, packaged Opening Position
- calling an Adjournment without looking weak
- making a Final Offer – and making it stick!

The 'Booster' Day

We strongly recommend a one-day 'Booster' workshop six to twelve months after the Masterclass. The impact of training tends to decline over time, so the Booster encourages participants to fully implement the lessons of the Masterclass – and maximises the *payback* from our training.

The aims of the Booster are

- to remind participants of the main learning points from the Masterclass
- to give them further opportunities to practise key skills and techniques
- to review any problems they found in implementing the messages of the programme in their real-world negotiations.

The Booster day is built around two negotiation exercises: a one-on-one in the morning and a team negotiation in the afternoon. To save planning time the second simulation is a follow-up deal to the first. As with the Masterclass, video playback and analysis of the exercises brings to life the key learning points and provides personal feedback to participants.

Each exercise gives participants the opportunity to practise the planning and conduct of a complete negotiation and to refresh their knowledge and understanding of the tools and techniques covered in the Masterclass.

'Mini-practices' are also employed.

Participants share their experiences in implementing the skills and techniques acquired on the Masterclass, describe any problems they have encountered, and work together to develop solutions.

They also develop Individual Action Plans to help ensure full implementation of the course lessons in their real world negotiations.

Consulting Services

"Those who can, do. Those who can't, teach."

Or so they say. We do both!

Apart from training in negotiation skills, we also provide specific advice on the conduct of major negotiations. This service can take various forms.

1. Assisting a negotiating team in planning for a negotiation, by applying our Planning Tools to the current negotiation, and providing advice on specific techniques to use at the table. This is most effective when the negotiators have already attended our Masterclass.

An example of this approach was assistance provided to a private equity firm on the disposal of a company in a situation where there was only one potential buyer – and the buyer knew this! The client judged that the sale price had been improved by between £25 and £50 million by following our advice.

2. Continuing to provide advice throughout an extended (multi-meeting) negotiation. This may include sitting in on the negotiations as an Observer.

An example of this approach is continuing advice given to a developer of a renewable energy project during a series of negotiations with its advisors and potential investors.

3. A combined training and consulting project: a Masterclass for the team about to be involved in a major negotiation, with a specific focus on planning and teamwork for that negotiation.

An example of this approach was the training and preparation of a team for the negotiation of a very large and complex property joint venture. A major focus of this project was the management of complexity through multi-level meetings using a consistent process and integrating the results at the top level. The client said afterwards "We could never have got the deal done without your help."

Our fees for advisory work are usually structured on a per diem basis with an additional and potentially substantial results-based component.

Training Courses: Terms of Business

Tuition Fee

£7,000 per day.

Masterclass Materials

£110 per participant (*The Complete Negotiator*, and *The Pocket Negotiator* – both extensively updated in 2015 to reflect the cutting edge of negotiation practice, plus notepad, name card, propelling pencil and negotiation exercise briefs).

‘Booster’ Materials

£7 per participant (notepad, name card, propelling pencil and negotiation exercise briefs)

Video equipment (We provide a camcorder, a tripod and a high-quality microphone.)

£150 for the three day Masterclass,

£50 for the one day Booster

Travel time is charged for courses held outside the UK.

- One quarter of a day's fee for short-haul travel (under five hours flight time)
- Half a day's fee for long-haul (five to ten hours flight time)
- A full day's fee for extra-long-haul (more than ten hours flight time).

Expenses

The tutor's travel and incidental expenses are charged at cost. Air travel is business class.

Simulation exercises

Existing negotiation exercises are included in the Materials charge.

Client-specific exercises can be developed at extra cost (but are not recommended).

Facilities

The client is responsible for providing suitable training facilities (a main training room, breakout space, 4 x flipcharts and a TV/monitor on a trolley).

The cost of a course in the UK for 12 people is:

Three day Masterclass £22,470 (£1,873 per head)

One day 'Booster' £7,134 (£595 per head)

(Plus tutor's travel etc. expenses and any facilities cost.)

Payment is due after each course immediately on receipt of our invoice.

UK VAT is charged in addition if applicable.

Cancellation Terms

Over 12 weeks' notice: no cancellation charge

8 - 12 weeks' notice: 33.3% of fee is payable

4 - 8 weeks' notice: 50% of fee is payable

Under 4 weeks' notice: 75% of fee is payable.

Charges are in GB Pounds and are valid for courses completed by 31 December 2015.