

# WSQ: Master the Art of Business Negotiation for Career Growth

(TGS-2025055004)



## COURSE OVERVIEW

Sharpen your negotiation skills and take control of workplace discussions. This course guides you through the essentials of preparing for business negotiations and applying proven techniques to reach successful outcomes. You'll learn how to approach negotiations with confidence, clarity, and cultural awareness—skills that directly support your career growth.

## LEARNING OUTCOMES

- Identify your goals and understand the importance of negotiation.
- Understand different negotiation styles, considering social and cultural factors.
- Prepare thoroughly with background research and clear plans.
- Master tactics like opening offers, handling difficult people, and using empathy.
- Use anchoring and framing techniques to find win-win solutions.
- Evaluate outcomes to improve future negotiations.

## PRACTICAL HANDS-ON ACTIVITIES



Assess your negotiation style



Review what makes negotiations succeed or fail using scenarios



Create a clear negotiation preparation plan



Practice negotiating in a live role-play



Analyze a case study, plan tactics and outcomes, and present for feedback



## SCAN ME



### Duration

16 Hours (2 Days)  
9:00 AM - 6:00 PM



### Mode of Training

Classroom



### Mode of Assessment

Written Assessment & Case Study

## PREREQUISITES

- Minimum a NITEC certification or 2 years of work experience in any sector
- WPL Level 5 (Average of Reading, Listening, Speaking & Writing Scores)
- Proficient in using computers and smartphone

### Individual Subsidy

### Corporate Subsidy

	Singapore Citizens (21 - 39 years old) & SPR	Singapore Citizens (40 years old & above)	Non Small-Medium Enterprises (Non-SMEs)	Small-Medium Enterprises (SMEs)
Course fees	S\$1,000	S\$1,000	S\$1,000	S\$1,000
Course fees after SkillsFuture subsidy	S\$500 (50% subsidy)	S\$300 (70% subsidy)	S\$500 (50% subsidy)	S\$300 (70% subsidy)
<b>Nett Course Fee (with 9% GST)</b>	<b>S\$590</b>	<b>S\$390</b>	<b>S\$590</b>	<b>S\$390</b>
Additional subsidies (for covering remaining fees)	<b>PSEA:</b> PSEA eligible for Singapore citizens aged 30 & below  <b>SkillsFuture Credits:</b> SkillsFuture Credits eligible for Singapore citizens aged 25 & above  <b>NTUC UTAP (up to 50%):</b> NTUC UTAP reimbursement is capped at \$250 for members aged below 40 or \$500 for members aged 40 & above.		<b>SkillsFuture Enterprise Credit (SFEC):</b> Can offset 90% of remaining fees.  <b>Absentee Payroll:</b> Claimable up to \$4.50 per hour, capped at \$100,000 per enterprise per calendar year.  <b>Enterprise Innovation Scheme (EIS):</b> - Annual tax deduction of 400%, OR - Convert 20% of course fees into cash payout.	



+65 6668 7222



courses@infotech.edu.sg



infotech.edu.sg



80 Bendemeer Rd, #01-08, Singapore 339949