**Circular to members # 17**

October 31, 2013

**SMEDA workshop on “Effective negotiation skills”**

Negotiation is a process where two or more parties with different needs and goals discuss an issue to find a mutually acceptable solution. In business, negotiation skills are important in both informal day-to-day interactions and formal transactions such as negotiating conditions of sale, lease, service delivery, and other legal contracts. To reach an agreement that's acceptable to both parties you'll need to negotiate effectively and have a number of key strategies and tactics at your disposal. This is a practical course. It's packed with exercises and practice to help you to build the necessary skills you'll need to be able to enter real-life negotiations with confidence and understanding.

In order to facilitate Small and Medium Enterprises (SMEs) in this very important area Small & Medium Enterprises Development Authority (SMEDA) is organizing a workshop on “Effective Negotiation Skills” at Pearl Continental (PC) Hotel Karachi on Friday, November 8, 2013 from 9:00 am to 5:30 pm sharp.

Subsidized fee of Rs. 3,000/- participant will be paid in advance by cash or pay order in the name of “SMEDA”. Fee includes Training Material, Certificate, Lunch, Tea and Business Networking.

For further information and registration, please contact Syed Babar Umar, Management Associate, SMEDA, Tel: 35610432, 111-111-456, Fax: 35610572, email: sbabar.umar@gmail.com, babar.umar@smeda.org.pk by WednesdayNovember 6, 2013 along with a brief profile detailing name, address and nature of business. Please note that limited seats are available for participation. Nominations will be made on a ‘first come, first served basis’. Payments will be made in advance either in “cash” or “pay order” in favor of “SMEDA” by Wednesday November 6, 2013 in SMEDA Karachi Office along with duly filled in registration form.

**Post-graduate diploma course in**

**Labour Administration & Industrial Welfare**

National Institute of Labour Administration Training (NILAT) is organizing 24-week Post-graduate diploma course in Labour Administration & Industrial Welfare from November 18, 2013. It is focusing on following subjects and areas of study:

1. Labour Administration
2. Labour Legislation
3. Human Resources Management
4. Industrial Relations
5. Occupational Health & Safety
6. Economics

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For details, please contact Sh. Imtiaz Ali, Director General, NILAT on Tel: 99243758-60 or the Association secretariat.

M. Siddique

Secretary General

0306-2553947