

# Singapore Institute of Materials Management

## CERTIFICATE IN NEGOTIATION SKILLS & TECHNIQUES (NST) (non-funding)

### ❑ **Course Objectives**

To help participants identify and develop the various negotiation skills and techniques necessary for today's global and dynamic business environment.

### ❑ **Who Should Attend?**

Senior Purchasing Agents, Senior Buyers, Buyers, Purchasing Managers, and other personnel striving to improve upon their fundamental negotiating skills and techniques.

### ❑ **Entry Requirement**

Participants should possess three GCE 'O' levels. Those who do not meet the entry requirement may be considered on a case-by-case basis.

### ❑ **NST Program Coverage**

The NST course consists of 4 sessions with total 12 hours of classroom training hours.

Participants will learn the following:

- Objectives of Negotiation
- When to Negotiate
- Supply Management's Role in Negotiation
- The Negotiation Process
- Five Powerful Preparation Activities
- Face-to-Face Discussion
- Online Negotiation
- Characteristics of a Successful Negotiator
- Techniques
- Negotiating for Price
- E-Learning Platform (NEW!)

### ❑ **Payment of Fees + Refund**

Payment must be made 2 weeks before course commencement date. Cheque must be crossed and made payable to "Singapore Institute of Materials Management".

**Refund:** Notice of withdrawal must be given according to the terms stated in the Terms and Conditions for enrolment. No refund when the course had commenced.

- ❑ **Administrative Details**  
Course Duration: 12 Hours (4 Sessions)

**Course Fee: \$ 450.00**

Application Fee: \$ 80.00, non-transferable and non-refundable  
Membership: Participants must be members of SIMM.

**Individual Membership Fee:**

Entrance Fee: \$ 50.00

Annual Subscription Fee: \$ 36.00 (January to December);  
\$ 18.00 (July to December)

Membership annual subscription are payable in advance on admission and thereafter annually on the 1<sup>st</sup> January each year but not later than 31<sup>st</sup> March each year. New members who joined after 1<sup>st</sup> July will pay half the subscription rate for the year.

Registration: On a first-come-first-served basis. Reservations made by telephone or telefax will only be confirmed upon receipt of registration form and fee.

Registration Deadline: 2 weeks before course commences

**Training Venue:** SIMM @ 9 Ah Hood Road EAIM Building Singapore 329975

- ❑ **Award of Certificate**  
To achieve the award of **Certificate in Negotiation Skills & Techniques**, candidates must pass the online quiz and attend at least 75% of the sessions.  
Note: Only the top 5% of the whole cohort will be awarded exam grade 'Distinction'.

- ❑ **Cancellation**  
SIMM reserves the right to cancel/postpone the course due to unforeseen circumstances.

- ❑ **Enquiries**  
For more information, please contact SIMM: **WhatsApp: 98184211**

**Corporate Office:**

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