



2014 CPD Training Programme

### ***Assertive Negotiation***

Monday 2 June 2014 - Registration at 5:15pm with talk at 5:30pm – 6:30pm  
At Restaurant Bar & Grill, Parliament Street, Harrogate  
Cost – **£10 members / £15 non-members**

**1 HOUR CPD - accredited**

#### **John Trimbos will cover:**

We all negotiate every day – fees with clients, salaries for staff, contracts and settlement terms for clients. In the current economy negotiating is a prime skill, but most people fail to put enough effort into planning and asserting confidence to win the best results.

This session looks at the skills that separate excellent negotiators from merely good ones, in particular:

- Planning and proper preparation
- Flexing to different negotiation styles
- Body language
- How to phrase proposals
- Probing and asking open questions
- Summarising and paraphrasing
- Dealing with difficult negotiators

#### **Speaker Biography: John Trimbos**

John Trimbos is a solicitor and member of the Chartered Institute of Personnel and Development. He works with law firms, banks, insurance companies and accountants to develop their staff in areas like negotiation, writing/drafting skills, project management and presentation skills. This session will tell you what sort of negotiator you are, and how to respond assertively to all negotiation styles.

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I/We should like to reserve ..... places at the above seminar and enclose a cheque for £.....  
made payable to **Harrogate & District Law Society**.

Please complete all sections:

Name(s) .....  
Firm/Organisation .....  
Address .....  
E-mail address .....

**Print and return this form to:-**

Kate Maybury, Education & Training Officer, Harrogate & District Law Society, c/o Raworths LLP Solicitors, Eton House, 89 Station Parade, Harrogate, North Yorkshire, HG1 1HF (DX: 11960 Harrogate) no later than one week prior to the event.

If you have any queries about the course, please contact Kate Maybury or Pauline Sellers at Raworths LLP on 01423 566666 or by email [kate.maybury@raworths.co.uk](mailto:kate.maybury@raworths.co.uk) or [Pauline.sellers@raworths.co.uk](mailto:Pauline.sellers@raworths.co.uk) .

Please direct any membership enquiries to Katherine Swinn at Hutchinson and Buchanan on 01765 602156



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MEMBERSHIP FEE	<b>£15 enclosed made payable to Harrogate &amp; District Law Society</b>	
If previously employed within the Harrogate Law Society district, please state the firm and your position:		
Name and signature of Proposer		
Name and signature of Seconder		

Please complete **all of the form**, you will need a PROPOSER and someone else to SECOND your application both of whom should be current members of the H&DLS. When completed, please return this form and your fee to: **Katherine Swinn, The Honorary Secretary, Harrogate & District Law Society, c/o Hutchinson & Buchanan, 77 North Street, Ripon, North Yorkshire HG4 1DS or by DX: 61400 Ripon**

Provided your application is properly completed it will be considered at the next H&DLS committee meeting and you will receive an email from Katherine confirming the outcome of your application.