

# Skills Trainings Overview



With more than 15 years of experience in teaching and training, we have developed great expertise in providing skills trainings on negotiation, leadership and teamwork, conflict management, as well as advocacy and lobbying skills. All our trainings are participant-centred and based on active learning. We combine theoretical and analytical elements with interactive and engaging exercises, teamwork, group discussions and feedback.

All trainings can take place onsite as well as online. In the past 15 years, we have conducted training workshops for a great variety of partners, ranging from universities in Germany and abroad to NGOs in developing countries to groups of nature conservationists in the Balkans. An engaging, hands-on approach enables participants to directly implement the newly acquired skills and techniques in practise.

Here is a selection of partners worldwide:

- **Universities:** Hertie School of Governance Berlin, American University of Paris, ENA Paris, ETH Zurich, Freie Universität Berlin, Willy Brandt School for Public Policy Erfurt, NRW School of Governance Duisburg, Leuphana University Lüneburg, Fudan University Shanghai, Vrije Universiteit Brussel, Vietnam National University, Bilgi University Istanbul, Technische Fachhochschule Köln.
- **Öffentliche Einrichtungen, Stiftungen und NGOs:** giz, Internationale Naturschutzakademie, Goethe- Public institutions, foundations, and NGOs: giz, Internationale Naturschutzakademie, Goethe-Institute, German Red Cross, Friedrich-Ebert-Stiftung, Konrad-Adenauer-Stiftung, EURONATUR

For further information, please contact:

**Simon Raiser/Björn Warkalla**

[info@planpolitik.de](mailto:info@planpolitik.de)

+49-30-6003 4643

We look forward to hearing from you!

## Basic negotiation training

This workshop teaches and trains basic negotiation skills and techniques. It does so by combining theoretical input with practical exercises. The aim is to make participants fit for negotiations in work environments. The first part of the seminar introduces basic concepts of negotiation (including the well-known 'Harvard method') and enables participants to test and improve their negotiation skills in different exercises, mostly in bilateral settings. They are also invited to reflect as well as give and receive feedback on their personal behaviour in negotiations, and they are introduced into the fundamentals of how to prepare for negotiations.

The second part focuses on the skills needed in more complex cases and settings, such as dealing with difficult negotiation partners and multilateral negotiations (i.e. negotiations with more than two parties). At the heart of this second part is a longer multilateral simulation. Here, our clients benefit from our broad portfolio of exercises and simulations on many different issues, allowing us to cater to different topical interests.

In the training, participants will

- learn the difference between positional and interest-based negotiations, as well as the concept of BATNA,
- practise different negotiation strategies and tactics,
- understand and practise the different steps of a thorough preparation for negotiations,
- learn how to deal with uncooperative negotiation partners,
- gain insights into the complexity of multilateral negotiations, including the crucial role of informal negotiations, the role of a chair, as well the different options for finding a compromise.

## Multilateral negotiations

This workshop teaches and trains key negotiation skills and techniques with a particular focus on multilateral negotiation, i.e. negotiation between more than two parties. The aim is to make participants understand the constraints and specifics of such negotiations, and to relate competencies relevant for many work environments, both in politics and administration, but also in the corporate world. The training combines well with our “Basic Negotiation Training”, but it can just as well be done individually.

The first part of the seminar introduces the conceptual basics of multilateral negotiation, as well as basic skills and techniques. Then we proceed to a more complex exercise – usually a suitable simulation game from our rich portfolio – that allows the participants to test and improve their skills in a multilateral negotiation. By walking through the process step by step, we deal with aspects such as the chairing of a negotiation, the importance of informal negotiations as well as dealing with deadlocks or difficult negotiation partners.

In this training, participants will

- gain insight into the complexity of multilateral negotiations,
- understand the crucial role of the chair in multilateral negotiations, practise and experience different chairing techniques,
- comprehend the role of coalitions and alliances in multilateral negotiations,
- grasp the importance of informal negotiations
- be able to use different negotiation strategies and tactics,
- comprehend the importance of thoroughly preparing for negotiations, and why it is important to envision possible outcomes,
- understand the different options for finding a compromise and dealing with deadlocks or difficult negotiations partners.

## Leadership and teambuilding

This seminar improves and challenges the participants' team building and leadership skills in an interactive way. It provides some theoretical background on different approaches (trait, behavioural, situational approaches) to leading and working in teams, but mainly it helps transfer this knowledge to practical situations.

The training includes group work phases as well as several shorter and longer exercises including feedback from the instructors. In addition, participants will be introduced to concepts of transformational leadership which maintain that leadership is first and foremost about moderating change.

In this training, participants will

- understand the idea of leadership being essentially about dealing with complexity, making decisions in complex situations, and initiating change,
- become familiar with different leadership styles
- reflect on further developing their own leadership styles,
- gain insights into working as part of a team, and be able to relate this to their experience from other work contexts,
- improve their practical teamwork and leadership skills, such as defining the structure and setup of the team, organising the workflow, establishing clear and realistic goals, communicating effectively, recognising and managing conflicts, coaching and motivating team members, etc.

## Effective strategies for advocacy work

This training improves and challenges the participants' competencies in advocacy and lobbying and provides an overview of this diverse field. The training provides conceptual background on different aspects of advocacy and lobbying and gives an introduction into the building blocks of a successful lobbying effort. In addition to group work phases, the training will include shorter and longer exercises on specific lobbying skills, including feedback from the instructors.

In this training, participants will

- understand the complexity of the advocacy/lobbying field, the challenges involved as well as debates around the issue of legitimacy and transparency,
- grasp and practise different concepts, strategic tools and approaches, including goals and objectives, messages, stakeholder analysis and process mapping, coalition building, information management etc.,
- gain insights into practical do's and don'ts of the advocacy trade; improve their practical skills, such as defining goals and objectives, analysing the playing field, dealing with the media, preparing for and conducting meetings with relevant actors (politicians, clients, partners, etc.), being convincing, etc.

## Communication and Conflict Management

This workshop combines the training of basic communication skills with the question of how to manage conflicts – within a group or team or between groups or organisations. The aim is to provide participants with basic tools for recognising, addressing and ideally solving conflicts.

To solve conflicts in a sustainable way, good communication skills and tools for the reconciliation of conflicting interests are both key. We begin with several shorter exercises and inputs on effective communication (active listening, addressing conflicts, dealing with destructive communication patterns). This is followed by an introduction to conflict analysis, a discussion of examples from participants' work contexts, as well as case studies and exercises on how to deal with uncooperative actors. A longer exercise will combine the different elements of the training and focus on specific aspects and topics based on the needs and interests of the group.

In this training, participants will

- gain an insight into concepts of effective communication and reflected their own communication patterns,
- learn how to analyse conflicts as to their type, causes, level of escalation etc.,
- understand and practise different strategies for recognising and addressing conflicts productively,
- grasp and practise the basics of interest-based conflict resolution,
- comprehend the importance and the procedure of a stakeholder analysis.

## About planpolitik

**planpolitik** has been one of the most important providers of interactive and participation-oriented event formats on political, economic and social topics since 2005. Our goal is always to encourage and enable participants to engage in critical thinking, to tolerate contradictions and complexity, and to internalise and/or actively use the principles of listening, mutual respect, and peacefully negotiating conflicts.

We creatively implement our goals with innovative, activating and target group-oriented methods and formats. To this end, we work closely with our clients in Germany and abroad during the development of concepts and programs. The result is up-to-date formats for pupils and students, for (young) professionals and employees in administrations and NGOs, for experts as well as for interested citizens.

Our portfolio includes the conception and implementation of simulation games, interactive workshops, design thinking sessions, scenario developments, future and idea labs, campaign work and more. In addition, we conduct advanced trainings on interactive methods and competency trainings, e. g. on negotiation, on advocacy and lobbying, as well as on leadership and teambuilding. We also develop tailor-made interactive teaching materials for schools and universities.

We are Europe's leading company for the conception and implementation of political online simulation games and other digital or digitally supported educational formats. A special focus is the addition of digital elements to analogue formats as well as the progressive integration of the two worlds. The substantive, methodical and technological competence for the development of such concepts are united under one roof. Our own simulation game engine **Senaryon** has won awards, including being honoured as "A Place of Excellence in the Land of Ideas" among the 100 most innovative projects of 2017 in Germany.

The current 18 permanent employees have extensive experience in educational work and the facilitation of interactive formats and have successfully conducted around 2,000 events worldwide, interacting with around 60,000 participants on a variety of topics. We have collaborated with more than 250 different partner organizations, including political foundations, academies, universities, private and public education providers, non-governmental organizations and domestic and foreign companies.

For further information please visit our websites  
[www.planpolitik.de](http://www.planpolitik.de) and [www.senaryon.de](http://www.senaryon.de).