

# Negotiating techniques and strategies for the oil and gas industry

21-23 June 2010, London, UK

EI member £1,880.00 inc VAT Non-member £2,115.00 inc VAT\*

\*includes complimentary Affiliate membership to the Energy Institute

Everyone needs to negotiate in a professional context as well as in everyday life. Generic negotiating techniques provide valuable persuasive communications skills which can be widely applied and contribute to achieving effective and workable solutions and deals in complex circumstances. However, understanding how and why specific negotiation techniques and strategies are used in specific segments of an industry provides the added insight that enables negotiations to be managed in a more structured and meaningful way, often leading to better outcomes.

This course aims to provide such industry insight by combining detailed knowledge of negotiating situations that commonly arise at various points along oil and gas supply chains with the most effective negotiating techniques, strategies and tactics applied in such circumstances. The difference between this course and most other negotiations courses is that it is focused on the oil and gas industry and is delivered by practitioners that have diverse experience from across this industry.

Over three days the course covers key negotiation techniques and issues in a sequence of PowerPoint lectures and practical exercises involving group interactions and analysis. Delegates will learn about the practical skills required to negotiating successfully and, at the same time, gain some insight into how such skills can be applied within the industry.



## Who should attend?

*This course is designed for a multi-disciplined audience from all sectors of the oil and gas industry, including both professional and support staff. Individuals from diverse commercial, technical, marketing, corporate, operations, human resources, labour and community relations, HSE, planning, financial, legal and risk management backgrounds could benefit from the content.*

*Course content addresses issues and skills relevant to professionals and support staff working with or negotiating contracts and agreements or working in project teams from across the industry. This would include, but not be limited to: asset managers, bankers, buyers, contractors, engineers, geologists, government regulators and representatives, financial controllers, insurers, investors, lawyers, national oil company and ministry personnel, negotiators, planners, portfolio managers, project and operations managers and supervisors, risk analysts, strategists, taxation administrators and advisors, team leaders and traders.*

## Topics covered include:

### Day one

- Generic negotiating skills and preparations for negotiations
- Negotiations in the context of the oil and gas industry
- The need for structured planning and clear communications
- Exercise: group bargaining and compromise in an upstream case
- Harnessing cooperative, adversarial and competitive approaches
- Negotiations and upstream licence agreements
- Empathising with positions of other parties
- Planning negotiations and thinking ahead
- Exercise: negotiating commercial terms of an upstream licence
- Negotiating mergers, acquisition and divestments
- Setting objectives and agendas
- The importance of listening and questioning
- Researching the other parties – identifying their preferences

### Day two

- Strategic approaches and innovative solutions
- Generic negotiating strategies and tactics
- Broadening the solution and enlarging the rewards
- Exercise: negotiating with a disgruntled community
- Negotiating strategies to achieve workable and lasting deals
- Win-win solutions versus zero-sum outcomes
- Zones of possible agreement and bottom lines
- Negotiating joint-venture operating agreements
- Exercise: competitive bidding and EPC contract terms
- Sole risk and non-consent options and dispute resolution
- Procurement and tendering negotiation issues
- Exercise: negotiating terms for a farmout deal
- Recognising and exploiting time pressure in negotiations
- Negotiating power and perceptions of it
- Negotiating with financial institutions to secure debt
- Culture and ritual impact approaches to negotiating

### Day three

- Team versus individual approaches and closing deals
- Team negotiations, team roles and interpersonal behaviour
- Personality types and psychology can guide tactics
- Using body language and other non-verbal indicators
- Exercise: negotiations with work force
- Posturing, manipulation and diverting attention from key issues
- Dealing with late stage surprises
- Risks and opportunities associated with deadlock
- Exercise: negotiating charter terms for transportation
- Dealing with impromptu and telephone negotiations
- Closing deals and recognising how and when to do so
- Exercise: fuel retailer negotiating supply
- Documenting and learning from previous negotiations
- Conducting a negotiations health check

# Registration form

To register, by post or fax, please complete this registration form in BLOCK CAPITALS and return it to the address below, together with payment of all fees.

Nick Wilkinson, EI Oil and Gas Training, Energy Institute, 61 New Cavendish Street, London W1G 7AR, UK  
 f: +44 (0)20 7255 1472

To register by email, please provide the same contact details (shown below), together with the relevant course details and send to: [nwilkinson@energyinst.org](mailto:nwilkinson@energyinst.org) To book online, visit: [www.energyinst.org](http://www.energyinst.org)

I am/my employer is a member of the EI and entitled to the EI member's rate. EI Membership Number: .....

Family name: ..... Mr/Mrs/Miss/Ms/Dr/Other: .....

Given name(s): ..... Name to be used on badge: .....

Job title or present position: .....

Company/Organisation: .....

Name and address against which an invoice should be raised: .....

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t: ..... f: .....

e: .....

Mailing address for joining instructions (if different to invoice address above): .....

.....

Please indicate if you have any particular dietary requirements: .....

I confirm that I have read and agree to the conditions of registration as specified in the General Information section.

Signature: ..... Date: .....

**Under UK Excise Regulations, delegates from all countries are required to pay VAT on any course taking place in the UK.**

Course Title: .....

Course date: ..... Cost of course: £ .....

Course Title: .....

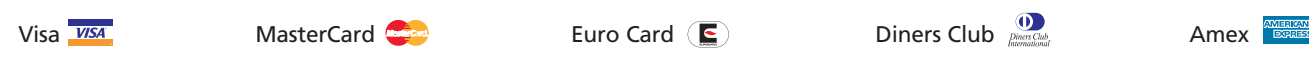
Course date: ..... Cost of course: £ .....

Less 10% discount for each **subsequent** delegate from the **same** company attending the **same** course on the **same** date £ .....

TOTAL PAYMENT £ .....  
 The total amount may be paid by Sterling Cheque or Draft drawn on a bank in the UK.

I enclose my remittance, made payable to the Energy Institute, for: £ .....inc VAT

To pay by Credit or Charge Card, circle appropriate card name and give card details below:



Card No: \_ \_ \_ \_ / \_ \_ \_ \_ / \_ \_ \_ \_ / \_ \_ \_ \_ Start Date \_ \_ / \_ \_ Expiry Date \_ \_ / \_ \_

Please enter your 3-digit\* security code above. This will be deleted upon authorisation. \*4-digits for Amex users.

Credit/Charge card holder's name and address: .....

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Signature: ..... Date: .....

# General information

## Payment

Full payment must be received before a place can be guaranteed. Under UK Excise Regulations, delegates from all countries are required to pay VAT on any event taking place in the UK. Please note that VAT may be liable to amendment. All prices are correct at the time of going to press, but may be subject to change without prior notice.

## Acknowledgement of registration

Confirmation of registration and a VAT receipt will be sent to all delegates. Joining instructions will be sent out prior to the start date of the course. If you have not received your acknowledgement seven days prior to the start date of the course, please contact EI Oil and Gas Training at the Energy Institute to confirm your booking.

## Language and course materials

All presentations, course materials and supporting documentation will be presented in English.

## Cancellation

In the event of a delegate cancelling, a refund of the registration fee less a 20% administration charge will be made provided that notice is received in writing at least 28 days before the date of the course. No refunds will be paid after that date. However, course papers, as supplied to attendees, will be provided after the event.

## Substitution

If you are unable to attend, a substitute delegate may attend in your place, provided that EI Oil and Gas Training is notified in advance.

## Enquiries

EI Oil and Gas Training,  
Energy Institute, 61 New Cavendish Street,  
London W1G 7AR, UK  
t: +44 (0)20 7467 7100 f: +44 (0)20 7255 1472  
e: [nwilkinson@energyinst.org](mailto:nwilkinson@energyinst.org)  
[www.energyinst.org](http://www.energyinst.org)

## About the course provider

The Energy Institute (EI) is the leading professional body for the energy industries, representing almost 12,000 professionals both nationally and internationally.

A Royal Charter membership organisation, the Energy Institute serves society with independence, professionalism and a wealth of expertise in energy matters, creating a home for energy professionals and a scientific and technical reservoir for industry. It is licensed by the Engineering Council (UK) to offer Chartered, Incorporated and Engineering Technician status to engineers.

The Energy Institute (EI) cannot accept any liability for any loss, cost or expense suffered or incurred by

any person arising from reason of war, including threat of war, riots and civil strife, terrorism or threats thereof, natural disaster, weather, fire, flood, drought, technical, mechanical or electrical breakdown within any premises visited by delegates in connection with the course, non provision of services provided by hotel companies or transport operators, industrial disputes, governmental action, regulations, or technical problems which may affect the services provided in connection with the event. The right to exclude any delegate, guest or substitution and to reject any application for registration is reserved. The Institute reserves the right to make any changes to the courses as considered necessary.

## DATA PROTECTION ACT

The EI will hold your personal data on its computer database. This information may be accessed, retrieved and used by the EI and its associates for normal administrative purposes. If you are based outside the European Economic Area (the 'EEA'), information about you may be transferred outside the EEA. The EI may also periodically send you information on membership, training courses, events, conferences and publications in which you may be interested. If you do not wish to receive such information, please tick this box

The EI would also like to share your personal information with carefully selected third parties in order to provide you with information on other events and benefits that may be of interest to you. Your data may be managed by a third party in the capacity of a list processor only and the data owner will at all times be the EI. If you are happy for your details to be used in this way, please tick this box