



नेपाल प्रशासनिक प्रशिक्षण प्रतिष्ठान Nepal Administrative Staff College

"...devoted to making differences positively."

प्रशासन महाशाखा

दर्ता नं.:

मिति:

प.सं. MLG/COD

च.नं. ५९३/८१/८२

खानेपानी मन्त्रालय
सचिवालयको सचिवालय
दर्ता नं:- १३५९
मिति :- १०२१/११/१६



मिति: २०८२/०१/१२

श्री खानेपानी मन्त्रालय,
सिंहदरवार, काठमाडौं।

विषय: मनोनयन सम्बन्धमा।

खानेपानी मन्त्रालय
दर्ता नं:- १४५३
मिति :- ०२२/१/१६

प्रस्तुत विषयमा यस प्रतिष्ठानको आ.व. २०८१/०८२ को वार्षिक कार्यतालिका अनुसार मिति २०८२ जेष्ठ २१ देखि २३ गतेसम्म तीन कार्यदिनको "सम्झौता वार्ता सीप (Negotiation Skills)" विषयक प्रशिक्षण कार्यक्रम सञ्चालन हुन लागेको व्यहोरा सहर्ष जानकारी गराउँदछु। नेपाल सरकार तथा विभिन्न सार्वजनिक संस्थाहरूमा कार्यरत कर्मचारीहरूमा सम्झौता वार्ता सीपको अभिवृद्धि गर्नु यस प्रशिक्षण कार्यक्रमको मुख्य उद्देश्य रहेको छ।

यसै सन्दर्भमा "सम्झौता वार्ता सीप (Negotiation Skills)" प्रशिक्षण कार्यक्रममा सहभागिताको लागि तहाँवाट अधिकृत स्तरको कर्मचारी/हरु मनोनयन गरी मिति २०८२, ०९ जेठ गतेभित्र (मोबाईल नम्बर, इमेल ठेगाना तथा कार्यालयको PAN सहित) प्रतिष्ठानमा प्राप्त हुने गरी पठाई दिनु हुन अनुरोध गर्दछु।

पुनश्च:

कार्यक्रम संचालन हुने स्थान: नेपाल प्रशासनिक प्रशिक्षण प्रतिष्ठान, जाबलखेल, ललितपुर

प्रति प्रशिक्षार्थी शुल्क: रु.२२,०००/- (अक्षरेपी रु. बाइस हजार मात्र)

थप जानकारीको लागि:

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मोबाईल नं: ९८४८४९३७३५

प्रशासन महाशाखा

दर्ता नं.: १२४६

मिति: ०८११/१९

श्री प्रशासन महाशाखा

श्री खानेपानी तथा सरसफाई महाशाखा

श्री योजना तथा विकास सहायता समन्वय महाशाखा

श्री आर्थिक प्रशासन शाखा

श्री पि.ए. शाखा

५०
१/१६

श्री प्रशासन महाशाखा

सरोजा शाक्य

प्रशिक्षण तथा अनुसन्धान अधिकृत

श्री प्रशासन महाशाखा

जाबलाखेल, ललितपुर, नेपाल, पो.ब.नं.: २१५२, फोन नं.: ५५२२००२, ५५२२१६०, ५५२३५१४, ५५२३५१७, फ्याक्स: ५५२४९०६
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**Nepal Administrative Staff College
(NASC)**

Training on Negotiation Skills for

Officers of Public Organizations

2082 Jestha 21 -23
(June 04 - June 06, 2025)

**Management Learning Group
Centre for Organization Development**

COD

"NASC ... devoted to making a difference positively."

About NASC

The Nepal Administrative Staff College (NASC) was set up as a national level autonomous institution on 27th September, 1982 (11 Aswin, 2039 BS) under the Nepal Administrative Staff College (NASC) Act, 1982.

- Provide necessary training for the employees of the Government of Nepal and public enterprises,
- Identify measures for enhancing the capability of administration of the GoN and management of public enterprises to contribute towards development programs of the country, and
- Undertake problem oriented research, consulting and information service programs for preparing training materials and making trainings more useful.

NASC has vision to be the "*Center of Excellence in Learning and Development*" Likewise, the mission is "*Developing Leaders Who Will Take Initiative and Make a Difference in Public Service* "

Training Policy: NASC's training policies are as follows:

- To associate training programme as an integral part of personnel administration;
- To associate training programme with the development activities of the Government of Nepal and Public Enterprises;
- To associate trainings with career development by improving development oriented knowledge and skills of employees of the Government of Nepal and Public Enterprises

About COD

The Center for Organization Development (COD) is one of the centers under MLG with its pool of professionals in the areas of organization development and management. In addition, COD offers tailor-made programs on regular basis.

COD Team:

Mr. Binod Kumar Bista, Department Head, MLG
Ms. Anita Poudel, Centre Head, COD
Mr. Shailendra Prasad Bhatt, Deputy Director of Studies, COD
Ms. Saroja Shakya, Training and Research Officer, COD
Mr. Krishna Bahadur Thapa, Training and Research Officer, COD
Ms. Smriti Pradhan, Training and Research Officer, COD

Contact Person

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Introduction

In the 21st century, organizations operate in a highly complex and dynamic environment. Therefore, persuasive and impactful negotiation skills are perceived not only as a prerequisite to gaining a competitive edge but also as a must-have life skill for accepting and resolving the differences across individuals and organizations and sustaining it over time. Negotiation skills constitute an integral part of creating value for the organization. Manager as a negotiator deals in various situations- seeking resources for a project or team, deciding on conflicting situations, or inking a high-stakes deal for the organization.

Nepal Administrative Staff College has designed a three-day course on negotiation skills for the officers of organizations having managerial responsibilities and dealing with various conflicting situations and stakeholders in the area of border administration. In this training program, officers will gain insight into the habits of deal makers. Through the help of established frameworks and a series of group exercises, they will learn how to execute proven tactics, refine their negotiating style, and improve their ability to discuss and bargain successfully and ethically in any situation. Along the way, they will gain a new appreciation for how negotiating skills can help them overcome various challenges—at work and beyond.

Course Aim

This course aims to enhance the knowledge and skills of officers to negotiate effectively in various situations while performing managerial responsibilities and leading their organizations.

Course Objectives

Upon completion of the this program, officers will be able to:

- Demonstrate a better understanding of the demand/position, interests, priorities, and goals of each party in the negotiation
- Identify the ways for effective planning for negotiation
- Identify the ways to deal with difficult people, and challenging relationships and transform competition into cooperation- and opponents into partners
- Improve listening, asking questions, and building positive relationships in negotiation
- Identify ways to make offers at the right time in the right way and manage emotions to influence others
- Recognize how personal biases and cultural differences affect the negotiation
- Recognize when to walk away from the table and go for the best alternative to a negotiated agreement
- Practice essential skills to create value and 'enlarge the pie' to produce win-win outcomes

Content Outline

The Course is structured into six sessions as mentioned below:

- Building Perspectives on negotiation
- Communication skills in negotiation
- Relationship skills for negotiation
- Circle of Value in negotiation
- BATNA and commitment
- Negotiation in practice

Training Approach and Methodology

The program is based on social learning approach, including interactive presentation, case-based learning, syndicate discussion, individual exercise and role play. In order to promote team learning, an effective environment will be created where the participants can explore and share valuable experiences in the classroom.

Learning Sessions

Two sessions each of 120 minutes will be supplemented by associated assignments, audio visual aids, reference study materials and feedback sessions.

Resource Persons

NASC faculties and thematic experts in Negotiation will facilitate the learning sessions.

Duration, Date and Venue

3 Working days: 2082, Jestha 21 – 23 (June 04 – June 06, 2025)

Nepal Administrative Staff College

Training Management Team

COD Team