

REACH SIEF & Consortia Business Essentials

Cranage Hall, Cranage, Holmes Chapel, Cheshire

26th and 27th JUNE 2008



Why Attend?

If you are a substance producer, importer or a supplier of “articles” in the EU we’re sure you’re aware that **REACH** requires you share information on the substances you produce or import with everybody else that’s doing the same. That means working with your customers, suppliers and most importantly your competitors - so you’d better be prepared for the difficult and complex negotiations ahead.

And that’s where our **REACH SIEF & Consortia Business Essentials** training comes in. We have carefully tailored our programme in partnership with communication skills experts Impact Skills to prepare you for the types of interaction you will be having in Substance Information Exchange Fora (SIEFs) and joint registration consortia.

Sign up today and get the essential training you need to get the most out of the SIEF and joint registration consortia process - Having good presentation, negotiation and questioning skills will invariably give you the edge.

Feedback from previous attendees...

Course highlights:

“The section on presentation skills will be of tremendous use to me”

“Practical exercise of consortia”

“Learning about what to expect in a SIEF meeting”

“All was very good”

How Do I Benefit?

Gain skills that will help you throughout the REACH process:

- Ability to deliver clear, focused messages
- Ability to deliver a professional, organised presentation
- Reduction of nervousness and stress when speaking
- Confidence when handling questions
- Understanding of the tactics for effective negotiating
- Less apprehension when approaching negotiations
- Increased skill in maintaining good relationships
- Get a chance to put your skills into practice through our SIEF simulation session.

How Does My Company Benefit?

- Confidence that your company will achieve optimal results from effective negotiations
- Decrease in lost time through poor and lengthy negotiations
- Confidence that business commitments are more secure
- Enhanced ability to develop and maintain good relationships with other consortia members

Who Should Attend?

- Anybody that is planning on or who already is participating directly in REACH SIEF and Joint Registration Consortia activities.
- People working for substance manufacturers, substance importers, third party and Only Representatives would particularly benefit from attending.
- Downstream users that think they will be directly involved, for example if they are going to register their own uses or have data to sell, would also benefit.

Programme Outline

Our intensive programme offers a fully inclusive package including one night's hotel accommodation and all meals for its duration.

Before you start

- ✓ There will be a pre-course assignment to ensure you arrive fully prepared.

Day 1

- ✓ **Baseline skills assessment**
Your initial skills will be assessed and areas for development identified
- ✓ **Physical skills**
You will learn a series of fundamental skills to control nervousness that support your message and give you the confidence to make your message clearly, concisely whilst negotiating your needs
- ✓ **Planning**
You will learn to analyse your situation and how to avoid making mistakes that can undermine objectives and become time consuming.
- ✓ **Presenting with visuals**
You will learn how to create presentations with visuals that underpin and support your message and deliver it with confidence and credibility
- ✓ **Negotiation**
You will learn the critical steps to successful negotiation and dialogue control skills:
 - The consultative opener
 - Active listening and uncovering issues
 - Offer your solution
 - Handle objections and questions
 - Resolve issues and enhance relationships
 - Moving out of 'Grid lock'
 - Document next steps
 - Consultative probes and discovering the real motivators
 - Closing consultatively

Evening

- ✓ Prepare for day 2 and informally discuss your issues with the on-hand REACHReady and ImpactSkills experts.

Day 2

- ✓ **Put the skills into practice**
In the morning you will also revisit and reinforce the skills gained on day 1.

Present your pre-prepared visuals using all the layered skills learned.

You will learn how to conduct *effective* meetings, to reduce time loss, and achieve objectives.
- ✓ **SIEF Simulation**
In a safe environment you will get a chance to practise working in a SIEF meeting so you are fully prepared for when you have to do it for real.

What to expect on the day

REACHReady's unrivalled knowledge of the regulation is combined with Impact Skills communication expertise to deliver our intensive 2-day Consortia Business Essentials programme.

Courses are limited to a **maximum of 10 participants** and are highly interactive. A **high amount** of individual coaching and 1 to 1 feedback, to maximise time spent putting new skills into practice.

Two tutors, one from Impact Skills and one from REACHReady will be present at all times - we have an informal style so there will be plenty of opportunity to ask questions.

One night's hotel accommodation, breakfast, lunch (both days), dinner, refreshments and course material including a 'reinforcement kit' and personal DVD are all included in the price.