

## Negotiating with English-speaking clients and colleagues

*Our mission is to provide a supportive  
bridge between law and the English  
language.*

*This service is offered to you as lawyers  
and legal support staff – legal secretaries,  
notary assistants and paralegals.*

*This bridge is our name – better Legal  
English. Our name stands for quality,  
support and the legal context.*

*Our courses are not in law per se but  
in Legal English.*



*Welcome to ABLE, the Academy for better Legal  
English, one of the very few training centres in  
Germany exclusively for Legal English.*

*We have a wide range of services for lawyers,  
notaries public, and legal support staff, for  
example assistants, secretaries and paralegals.  
Perhaps you have a special need which is not  
covered by our programme. No problem. Just  
drop us a line or give us a call and we shall do  
our best to integrate this need into our pro-  
gramme for you.*

*We wish a very positive learning experience you  
can apply directly to your job.*

*Best wishes*

*Dr. L. King*



**LEGALIZE YOUR ENGLISH !**



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## Negotiating with English-speaking clients and colleagues

Intensiv-Workshop zur Verbesserung  
Ihrer Verhandlungsfertigkeiten  
in englischer Sprache



## Which type of negotiating fish are you?

Do you shy away from conflict, trying to rescue as much of an agreement as you can? Then you come under the CARP category.



Or do you meta-your teeth, ready opponent is down?



phorically sharpen for the kill when the Like a SHARK.



Maybe you have certain features of the DOLPHIN? You can perceive the partner's hidden intentions and aims; you sense the level of willingness to make concessions.

In most cases, your negotiating profile will be weakened when you use English.

You have less confidence: you concentrate on grammar, on finding the right word, on sentence order. You focus less on the negotiating strategies you have in your native language.

The water has become cloudy.

But as a dolphin you can swim, swap strategy and swerve towards new tactics. This all depends on your partner and your goals — whether they are focused on win-win or win-lose.

**So discover and develop your dolphin.**

## Are you a dolphin already? Or just fishing for compliments?



Do you actively listen to your negotiating partner's needs and goals? Or are you already three steps ahead, thinking of your next tactic?



Do you have the capacity to determine your partner's negotiating style? Can you gain his or her participation in the way you see things?



Do you have the ability to pose strategic, well-timed and respectful questions to gain and supply more information? To clarify or verify facts and positions. To check your counterpart's understanding.



Can you get your counterpart thinking about alternative strategies? Do you bring his or her attention back to the subject away from emotion? Do you use tension-reducing strategies?



Do you consciously heighten reception to your ideas? Are you good at underlining positive elements and building rapport with the final aim of reaching agreement?

**Not so many compliments?  
Well, work on your dolphin strategies.**

## OK, so how do I develop my dolphin strategies?

In this hands-on workshop, you will swim through a structured programme of dolphin skills for lawyer-oriented negotiating. Don't forget your diving equipment.



## Want to find out more?

You can find a more detailed account of this interactive workshop and other workshops on the ABLE website.

**[www.able-europe.eu](http://www.able-europe.eu)**

**EnABLE yourself  
with dolphin negotiating skills.**