



Negotiating Skills

1 day Instructor Led course on site

Who Should Attend

This course is intended for business professionals who want to learn negotiating skills.

Prerequisites

There are no prerequisite skills for this course, however, you might be interested in the following related course(s): Effective Presentations.

Learn to Apply the Guiding Principles of Negotiating Skills

Negotiation is often thought of as a contest in which one side wins and the other side loses. The truth is that we negotiate every day with a view toward meeting our needs without antagonizing or defeating others. Whether allocating resources, funding new projects, or part of the sales/purchasing processes, everyone is involved in negotiation. Learn to negotiate while seeking to positively influence the outcome.

Course Highlights

Negotiating Skills is designed to familiarize participants with:

- Basics of negotiations
 - Preparation and Planning
 - Conducting Negotiations
- Specific Negotiation Styles

What the Course Provides

Negotiating Skills introduces participants to the basics of negotiations. Participants learn how to identify objectives and variables, establish negotiation requirements, research the other party, determine concessions, formulate a plan for agreement, and determine the logistics of a negotiation. Course activities cover guidelines for conducting a successful negotiation and facilitating communication, questions a person should ask and appropriate responses, and situations that require a specific negotiation style.

What Participants Learn

Upon completing this course, participants will be able to:

- Prepare to negotiate in a business environment.
- Initiate negotiations and follow through on their results.
- Negotiate with your partner.
- Follow through on a completed business negotiation.
- Negotiate in unique business circumstances.

Course Outline

Establishing your terms of agreement

- Process of identifying objectives
- Process of establishing requirements

Researching the other party

- Gathering information about the other party
- Estimating the other party's requirements

Preparing for an agreement

- Determining concessions
- Fundamentals of Logistics

Conducting a negotiation

- Understanding the negotiation process
- Communicating during a negotiation
- Challenging negotiation situations

Advanced negotiating tactics

- Control in negotiations
- Negotiation tactics
- Negotiation ethics

*Customize for your organization.
Call today for details.*

Course Materials

Each participant receives the **Negotiating Skills** manual for after class reference and review.