

Negotiation Skills

Overview

Negotiating is a skill in its own right. Without the right skills, people tend to avoid negotiation, settle for too little or give in too soon.

The aim of this workshop is to enable delegates to negotiate assertively both internally and externally and to reach agreements which are not only more profitable, but also smoother and longer lasting.

The course aims to give delegates an increased understanding of how to negotiate through the use of assertive communication skills. This two-day programme is fun, interactive and informative.

Objectives

- For each delegate to be aware of how to negotiate effectively to get positive results.
- For each delegate to explore negotiating models and approaches.
- For each delegate to be able to identify and practice key negotiating skills.
- For each delegate to understand why people behave in particular ways in negotiating situations.
- For each delegate to be able to develop their own powerful and personal negotiating style.
- For each delegate to be able to negotiate with confidence to a win/win conclusion.
- *For each delegate to practice their negotiation skills.*

Content

- Introduction
- In what situations are you called upon to negotiate with others?
- Identifying strengths and stretch areas of each delegate based on their current understanding
- Negotiation models – different approaches and methods
- Assertive negotiation is an interpersonal exchange
- Establishing existing ‘mental’ blocks relating to negotiating
- Planning your strategy
- Remaining flexible and managing risk
- Finding and working with concessions
- Difficult situations
- Attitude and motivation
- Case studies
- Action plan
- Summary and close