

## Essential negotiation skills

*-laying the foundations for success*

A 1 day workshop providing an insight into the application of essential negotiation skills in today's business environment

call: 01392 580560



### Workshop style and approach

A highly interactive workshop, using a mix of formal presentations, case studies, role play exercises, self assessments, presentations and group discussions.

Delegates have the opportunity to learn, develop and practice the skills taught using a variety of hands-on exercises that encourage participation, reinforcing and building on the comprehensive course materials provided.

### By attending you will discover how to:

- Determine the key objectives and desired outcomes for any negotiation
- how to research effectively for the information required for successful negotiation
- plan your approach
- utilise powerful language when opening negotiation discussion
- avoid common pitfalls, tricks and traps which may be used against you in negotiation.

### Who is the workshop aimed at?

It is designed for anyone who is engaged in negotiations of any type during their working life.

It will lay down the foundations for sales negotiations, Contract negotiations in addition to interdepartmental negotiations and reaching agreements with colleagues and peers. You don't need to be experienced in negotiation. However, if you can bring some real-life cases which can be discussed during the program, this will enhance your learning.

### The workshop will feature:

- When it is essential to enter into a negotiation and when not to
- The major terms which are used to outline the negotiation process
- Key areas to focus on preparing to build for a successful negotiation
- Tactics and employees which you may encounter during the negotiation
- Interpersonal dynamics around the negotiating table