

Highly Effective Negotiation

-achieve long-lasting, mutually beneficial agreements

A 2 day workshop which explores the interpersonal dynamics of negotiation and provides a framework for success

call: 01392 580560



Why chose this training course?

Negotiation skills are becoming an increasingly valuable asset for business people today. The topics related to negotiation strategy which are presented in this course will prepare you to be more effective in negotiation.

This two-day course informs attendees about analytical skills, strategic planning and delivery techniques to prepare them for negotiation. It will also explain the negotiation process in detail. All the fundamental aspects of negotiation will be introduced in a way which gives attendees confidence to know that they will be fully equipped to approach negotiations in a positive way to achieve the best outcomes possible.

Participants attending the 'Highly Effective Negotiation Skills: Achieving long-lasting, mutually

beneficial agreements' training course will develop the following competencies:

- Understanding the importance of strategy and planning at the preparation stage of a negotiation.
- Developing the skills to manage concessions whilst preserving the relationship with the other party.
- Become more effective in negotiations by understanding their own preferred negotiation style.
- Understand how to apply an effective negotiation framework, and range of tactics, to a wide range of circumstances where negotiation is required to achieve a result.
- Acquire the essential tools and knowledge to achieve mutually profitable outcomes efficiently
- Understand and manage team dynamics in negotiation

The Training Course Content:

DAY 1 Discovering your style and developing a Strategic Approach to Negotiation

- Establishing Rapport and looking for the 'win: win' outcome
- Identifying your own behavioural style and its impact on how you negotiate
- Defining negotiation and the 5 key stages of the negotiation process
- Personal qualities of the effective negotiator
- A strategic approach: Distributive & Integrative negotiation strategies
- BATNA, Zone of Possible Agreement, Realistic Target and Walk away positions

DAY 2 In-depth analysis of positions and techniques for achieving the best outcome

- Questioning and listening to ensure full understanding of the other's position and interests in negotiation
- Preparing yourself for negotiation with an effective proposal
- Identifying barriers and working to resolve conflict – 5 box model
- Reaching agreements which will be resilient and lasting
- Styles: openings, anchors, offers and counter offers and closing techniques
- Practical negotiation session; Summary session and questions