

Negotiating For Results



COURSE OVERVIEW

Negotiating is about resolving differences. People who can master the process of negotiation find they can save time and money, develop a higher degree of satisfaction with outcomes at home and at work, and earn greater respect in their communities when they understand how to negotiate well.

Negotiating is a fundamental fact of life. Whether you are working on a project or fulfilling support duties, this workshop will provide you with a basic comfort level to negotiate in any situation.

KEY SUBJECT AREAS

- What is negotiation?
- The successful negotiator.
- Preparing for negotiation.
- Making the right impression.
- Getting off to a good start.
- Exchanging information.
- The bargaining stage.
- Reaching mutual gain and moving beyond "no".
- Dealing with negative emotions.
- Moving from bargaining to closing.
- Solution types.

LEARNING OUTCOMES

- Understand how often we all negotiate and the benefits of good negotiation skills.
- Recognise the importance of preparing for the negotiation process, regardless of the circumstances.
- Identify the various negotiation styles and their advantages and disadvantages.
- Develop strategies for dealing with tough or unfair tactics.
- Gain skill in developing alternatives and recognising options.
- Understand basic negotiation principles, including BATNA, WATNA, WAP, and the ZOPA.

Contact us for more information
or to register on a workshop:

*Learn techniques
for effective
communication and
turn confrontation
into problem solving.*

Duration: 2 Days

Unique features

The Negotiating For Results Workshop is designed to meet current market trends.

- Professional facilitators use the most up to date accelerated learning techniques.
- An interactive, relaxed atmosphere with real world examples.
- Modern presentation methods using audio and visual presentations.

Who should attend?

Any person in a role where they must negotiate with staff, either face-to-face, or side-by-side.

Includes...

- Resource material & workbook.
- Training 101 Certificate

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