

The Art of Negotiation

Overview

Duration: One Day

The ability to negotiate effectively is an important skill. It is also a skill that can easily be developed by understanding the process involved. This negotiation skills course is aimed at anyone who negotiates as part of their role.

Description

By adopting an approach where the parties work with each other, it is possible to reach outcomes that satisfy all. This positive approach to negotiation will help build business relationships that could last for years.

Topics covered:

- **What is negotiation?** – Examines the concept of negotiation and what we are trying to achieve.
- **Potential negotiations** – Participants identify the potential negotiations constantly surrounding them.
- **Alternatives to Negotiation** – Negotiation is not the only method of problem-solving. We identify some alternatives and discuss when negotiation is the best approach.
- **Negotiating Structure** – Participants often identify confidence as being the main barrier to effective negotiation. Once they can work with an effective structure, they find that this barrier quickly disappears.
- **Planning** – Helps participants to understand the importance of planning before entering into negotiations. We look at what is involved in effective planning. Participants are given a planning template which will provide a basis for preparing most of their negotiations.
- **Laying Foundations** – This important stage of negotiation is often overlooked by inexperienced negotiators. Participants will learn to set up their discussion so that they do not move towards agreement prematurely.
- **Building** – Helps participants to avoid surrendering their position without getting something in return.
- **Completing** – Ensures that the negotiation is closed effectively so that all parties leave committed to the outcomes agreed.
- **Pine Furniture** – An opportunity for participants to practice the processes covered during the course.
- **I now know** – Participants review the session and exchange key learning points with each other. This consolidates the learning and helps them to identify points to add to their action plan and learning log.

Who Should Attend?

Anyone who currently negotiations as part of their role, or anyone who wants to learn more about this skill.