

Negotiation Skills - Beginners

Recommended duration – 1 day

Objectives

- Develop a real grasp of what negotiation means and why we do it in life
- Identify and develop the fundamental interpersonal skills required to successfully negotiate
- Learn the key stages of negotiation
- Practise a variety of negotiations

Content

What is Negotiation?

- When we do / don't choose to negotiate
- The key steps involved
- Negotiation outcomes

Planning to negotiate

- Achieving your outcomes
- Logistics, good meeting structure and practises
- People factors

Making the right 1st impression

- Presenting your case
- Discussing each side

Bargaining

- The art of persuasion and influence
- Using your interpersonal skills
- Becoming more Assertive
- Handling conflict and impasse

Summarising, Closing and Confirming

The Trainers Promise

- To use minimal PowerPoint and maximum group exercises, experience and practise negotiating
- To relax the group so they feel comfortable to learn and thoroughly enjoy the experience
- To use a variety of exercises including extensive role-play, group work and video
- The course will be conducted with approximately 70% exercises and 30% theory