

Negotiation Skills

Course description

This course will offer delegates the confidence to plan a negotiation strategy and execute it to perfection. Seven methods to improve negotiating are taught, and the most common negotiating errors are exposed.

This course suits

Any person wishing to improve their negotiating skills.

What delegates will gain from the course

- Greater confidence to negotiate at all levels
- Knowledge of strategic negotiation
- Achieving a conclusion to both parties
- To return to the workplace with well-practised negotiating techniques relating to their own individual situations

Timetable

09:30 - 10:00 Coffee & Course Objectives

10:00 - 10:15 Planning Negotiation

10:15 - 10:45 Seven Ways To Improve Negotiating

10:45 - 11:15 Role Plays

11:15 - 11:30 Coffee Break

11:30 - 12:15 Setting Out Our Objectives

12:15 - 12:45 Reasons To Listen

12:45 - 13:00 General Discussion

13:00 - 14:00 Lunch Break

14:00 - 14:45 Main Negotiating Strategies

14:45 - 15:15 Participants To Negotiate
(*Role Plays*)

15:15 - 16:30 Seven Things To Avoid When Negotiating

16:30 - 16:45 Summary & Action Plans Agreed