

BM-NS NEGOTIATING SKILLS



DURATION	LEVEL	TECHNOLOGY	DELIVERY METHOD	TRAINING CREDITS
1 Day	Business Intermediate	Management & Soft Skills	VILT & ILT	NA

INTRODUCTION

This course will help you understand the issues at hand, identify your goals, and research the other party's needs and interests. Negotiating is often about convincing the other party to agree to your terms, but also to understand the give-and-take scenario. Learn how to listen actively, ask questions, make clear and concise statements, and brainstorm creative solutions.

AUDIENCE PROFILE

The course is intended for Business Professionals who may or may not be in a supervisory position and want to learn negotiating skills. Overall, negotiation skills training is designed to help you become a more effective negotiator, whether you are negotiating a business deal or else.

PREREQUISITES

Effective communication is critical in negotiations and whilst there are no prerequisites for this course, you might be interested in the attending related courses such as: Impactful Communication: Speak, Write and Present More Effectively and Writing Business Proposals and Reports.

COURSE OBJECTIVES

This course focuses on the following learning objectives:

- Prepare to Negotiate in a Business Environment.
- Initiate Negotiations and Follow Through on Results.
- Negotiate with your Partner.
- Follow Through on a Completed Business Negotiation.
- Negotiate in Unique Business Circumstances.

COURSE CONTENT

Lesson 1: Preparing to Negotiate.

- Establish a Successful Mindset.
- Research the Other Party.
- Determine the Value of the Item Being Negotiated.
- Determine Where You would like Negotiations to Take Place.
- Establish your Best and Worst Acceptable Outcomes.
- Research Your Best Alternative to and Negotiated Agreement (BATNA).

Lesson 2: Initiating Negotiation: Establishing the Ground Rules

- Establish Rapport.

- Establish Your Status.
- Choose the Communications Method for Negotiation.
- Establish the Rules of Engagement.
- Set a Timeline.
- Establish How Negotiation Results will be Communicated and Implemented.

Lesson 3: Negotiating

- Encourage the Other Party to Issue the First Proposal.
- Make the First Proposal.
- Counter the Offer or Proposal.
- Accept an Offer to Abort Negotiations.
- Work through an Impasse.

Lesson 4: Following Through

- Evaluate the Success of the Negotiation.
- Follow up on the Relationship.

Lesson 5: Negotiating in Special Circumstances

- Cross-Cultural Negotiation.
- Cross-Generational Negotiation.
- Negotiation with Supervisors and Subordinates.

ASSOCIATED CERTIFICATION & EXAM

There is no exam associated with this course.