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Learning Style: Virtual Classroom

Technology:

Difficulty: Beginner

Course Duration: 1 Day

Negotiation Skills



About This Course:

Did you know that negotiation skills can impact up to 60% of business outcomes? Whether you're closing a deal, securing resources, or resolving conflicts, the ability to negotiate effectively is a game-changer. Strong negotiation skills don’t just help you win—they help you create win-win solutions that foster long-term success.

Course Objectives:

- Build the skills necessary for successful negotiation
- Identify key negotiation concepts and strategies
- Learn the key elements in preparing for negotiation to help ensure success
- Develop a BATNA (Best Alternative to a Negotiated Agreement) before starting negotiation
- Analyze what we bring to the negotiation table that could get in the way of successful negotiation
- Prepare options to get to a shared agreement
- Plan for and practice negotiating in a safe environment

Audience:

- This course is ideal for professionals at all levels who need to improve their negotiating skills in the workplace. Participants will have the opportunity to apply concepts to real-life situations and practice negotiating in a supportive environment.

Prerequisites:

- There are no formal prerequisites for this course. It is designed for individuals seeking to enhance their negotiation skills, regardless of prior experience.

Course Outline:

Negotiation Overview

- Definition and strategies of negotiation
- Three approaches to negotiation
- The negotiation process

Preparing Your Negotiation Mindset

- Mental models and personal values

- Forms of power and managing emotions
- Identifying personal triggers and cooling down techniques

Prepare for Negotiation

- Determining if negotiation is the best path
- Setting negotiation goals and collecting relevant information
- Identifying your BATNA and interests
- Building an effective environment and preparing opening statements

Negotiation Process for Success

- Setting the time and place
- Avoiding negative environments
- Establishing common ground and building momentum
- Creating a negotiation framework and maintaining a positive approach
- Working through the five steps of negotiation

Best Practices

- Starting off on the right foot
- Deciding what to share and what to keep private
- Knowing what to expect
- Utilizing top negotiation techniques
- Managing impasses effectively