

Strategic Negotiation Skills 2 day

Students will learn the essential strategies and techniques needed to guide negotiations from opening discussions through to a positive result. Students will leave with practical solutions to negotiating effectively.

Learning Objectives

After completing this course, students will be able to:

- Develop the necessary skills to negotiate like a pro
- Prepare for a negotiation applying best practices
- Utilize industry standard tools and techniques
- Create your Best Alternative to a Negotiated Agreement (BATNA)
- Build common ground and consensus in your negotiation strategies
- Negotiate with experts to develop your skills for success

COURSE OUTLINE

1 - NEGOTIATION INTRODUCED

- Identifying Integrative and Distributive Negotiation Types
- Understanding the Three Phases of Negotiation
- Strengthening Negotiation Skills

2 - PREPARING FOR YOUR NEGOTIATION

- Establishing Personal Boundaries
- Deciding on Your WATNA and BATNA and Negotiating Based on Them
- Preparing and Sticking to Your Plan
- Negotiation Strategies

3 - NEGOTIATION PROCESS FOR SUCCESS

- Setting the Time and Place
- Avoiding Negative Environments
- Establishing Common Ground and Building Momentum
- Creating a Negotiation Framework, Agreeing on Issues, and Maintaining a Positive Framework
- Working through the Five Steps of Negotiation

4 - BEST PRACTICES

- Starting Off on the Right Foot
- What to Share and What to Keep to Yourself
- Knowing What to Expect
- Utilizing the Top Ten Negotiation Techniques
- Managing an Impasse

5 - NEGOTIATION TOOLS & TECHNIQUES

- Reviewing the Three Ways to See Your Options
- Creating a Mutual Gain Solution
- Agreeing on Wants – Working with What You Want and What They Want

6 - CONSENSUS & AGREEMENT

- Building Consensus
- Consolidating and Finalizing an Agreement
- Controlling Your Emotions and Dealing with Personal Attacks
- Walking Away When Necessary