

Strategic Negotiation Skills

COURSE DETAILS

Delivery Type: Virtual Instructor-Led
Duration: 2 Days

COURSE CONTENT

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 negotiate effectively. This course may earn a Credly Badge.

COURSE 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
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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
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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
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WHO SHOULD ATTEND

Professionals involved in internal and/or external negotiations.