

## **Negotiating Skills Workshop 2 Days**

### **(+ 1:1 Follow up programme)**

An intensive, participative programme focusing on achieving genuine Win/Win outcomes and long term success via Principled Negotiating techniques. Short, formal input sessions are interspersed with progressively more challenging practical exercises using both individual and team negotiating scenarios, all of which are professionally designed to be industry-independent. In addition, delegates are asked to bring with them details of at least two situations where they are currently engaged in some form of negotiation. During the 2-day programme they will have the opportunity to develop action plans to progress these situations.

The programme consists of two days, separated by a period of two weeks. During that period, delegates have the opportunity to practise their skills in preparation for the second workshop. They will also develop a Personal Development Plan in relation to negotiating; their progress will be reviewed with the tutor approximately six weeks after completion of the second workshop, and further support will be provided at that time.

**Who should attend:** Anyone who has a need to negotiate as a part of their role. This could be with customers, suppliers, team members, channel partners or similar.

#### **Objectives:**

By the end of this workshop, delegates will be able to:

1. Describe the differences between "Hard", "Soft", and "Principled" negotiating styles, and the relative advantages and disadvantages of each.
2. Demonstrate a level of competence in Principled Negotiating in both 1:1 and team scenarios.
3. Describe the benefits (organisational and personal) in achieving Win/Win outcomes.
4. Take away a significant number of practical tips for more successful negotiating.

#### **Outline:**

<p><b>Day 1:</b></p> <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Definitions</li> <li>• Introduction to practical negotiating</li> <li>• Principles of Negotiating</li> <li>• Structured 1:1 exercise</li> <li>• Key techniques 1</li> <li>• Skills practice – delegates own scenarios</li> <li>• Assignments</li> </ul>	<p><b>Day 2:</b></p> <ul style="list-style-type: none"> <li>• Review of assignments</li> <li>• Key techniques 2</li> <li>• Skills practice – delegates own scenarios</li> <li>• Hints and Tips</li> <li>• Summary of Key Messages</li> <li>• Personal Development Plans</li> </ul>
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Maximum number of delegates: **12** (Minimum 6 unless by special arrangement)