

Negotiation Skills

“So much of life is negotiation- so even if you are not in business you have opportunities to practice all around you” Kevin O’Leary

Although people often think of boardrooms, suits, and million dollar deals when they hear the word *negotiation*, the truth is that we negotiate all the time. Through this workshop participants will be able to understand the basic types of negotiations, the phases of negotiations, and the skills needed for successful negotiating.

Our Negotiation Skills workshop will give your participants a sense of understanding their opponent and have the confidence to not settle for less than they feel is fair. Further they will learn that an atmosphere of respect is essential, as uneven negotiations could lead to problems in the future.



Course Objectives and Content

KEY LEARNING OBJECTIVES

1. Understand the importance of interpersonal skills.
2. Learn how to go for win-win and importance of preparation/planning.
3. Understand the negotiation process and key skills required.
4. Think about our own mistakes and tactics to be aware of.

WHO IS THIS FOR?

This course is suited for anyone responsible for negotiation negotiating contracts, deals or finances within an organisation.

COURSE CONTENT

1. Understanding negotiation; three phases and skills for successful negotiating.
2. Getting prepared; establishing your WATNA and BATNA.
3. Laying the groundwork; establishing common ground, creating a negotiation framework.
4. Phase one; exchanging information, what to share and what to keep to yourself.
5. Phase two; bargaining, what to expect, techniques to try.
6. About mutual gain; three ways to see your options. What do I want? What do they want? What do we want?
7. Phase three; closing, reaching consensus, building an agreement and setting the terms.
8. Dealing with difficult issues; preparation, controlling your emotions, knowing when to walk away.
9. Negotiating outside the boardroom; adapting the process for smaller negotiations.
10. Practice and wrap up.

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