PROFESSIONAL DEVELOPMENT TRAINING

# Negotiation Skills Training

REQUEST QUOTE

1.0 DAY COURSE

**The Negotiation Skills Training Course by PD Training provides you with the knowledge to develop the strategies, techniques and other skills necessary to engage in and arrive at a successful negotiation.**

**After this 1 day workshop, you will have learned the following: types and phases of negotiations, how to prepare by identifying your WAP and ZOPA and establishing your WATNA and BATNA, various bargaining techniques, strategies for identifying mutual gain, how to reach a consensus, how to deal with difficult issues, how to negotiate on behalf of someone else and much more.**

**This comprehensive training course is available across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.**

### What You'll Gain:

Gain the confidence you need to resolve a point of difference, gain advantage in outcome of discussion, produce an agreement upon courses of action, or bargain for individual or collective advantage. Negotiation is a process which can lead to positive outcomes and preserve relationships.

This highly participative learner focused Winning Negotiation Skills Course will arm you and your team with winning negotiation skills and tactics so you feel better prepared, more confident and have greater control in the negotiation process.

## Outcomes

**By the end of this training session, participants will be able to:**

- Explain the basic types of negotiations
- Learn the phases of negotiations & gain the skills necessary for successfully negotiating
- Apply basic negotiating concepts (WATNA, BATNA, WAP & ZOPA)
- Lay the groundwork for negotiation

- Identify what information to share & what information to keep to your self
- Master basic bargaining techniques
- Apply strategies for identifying mutual gain
- Demonstrate how to reach a consensus & set the terms of agreement
- Deal with personal attacks & other difficult issues
- Apply the negotiating process to solve everyday problems
- Negotiate on behalf of someone else

# Modules

### Lesson 1: The Who, When And How Of Negotiation

- What we mean by negotiation
- Negotiation Styles
- Dominant Negotiating Strategies
- Your Personal Style
- Reflection

### Lesson 2: Preparing To Negotiate

- Know your BATNA
- The Zone of Possible Agreement (ZOPA)
- The Importance of Authority
- Reflection

### Lesson 3: Becoming A Principled Negotiator

- Introductions
- Separate people from the problem
- Interests vs Positions
- Mutual Gain – growing the pie
- Objective criteria
- Reflection

### Lesson 4: Bargaining and Closing

- Distributive and Integrative Bargaining
- Negotiation Tactics
- Making Concessions
- Agreement Finalization
- Reflection

### Lesson 5: Challenges

- Power in Negotiation
- Integrity - The Ethics Test
- Reflection

### Lesson 6: If We Can’t Meet Can We Still Negotiate?

- Telephone Negotiation
- Email Negotiation
- Reflection

### Lesson 7: Reflections

- Create an Action Plan
- Accountability = Action

**Talk to our expert team**

**Phone:**

Email: