

NEGOTIATION SKILLS

LENGTH

4 Hours

FORMAT

Live

Negotiation is an integral part of creating value for an organization. Your career success depends on your skills as a negotiator – regardless of whether you are seeking project resources, deciding on a new hire's salary, or inking a high-stakes deal for your company.

In this module, foundation for well-run negotiations by focusing on planning and communication techniques employed by successful dealmakers. Through group exercises and an optional role play, you will learn how to execute these techniques, refine your personal negotiating style, and improve your ability to bargain successfully and ethically in any situation.

LEARNING OUTCOMES

After taking this course, you should be able to:

- apply the core concepts that govern negotiations
- plan and lead a basic negotiation
- assess your own negotiating style and set personal goals for improvement

COURSE OUTLINE

Negotiation Fundamentals

- Separating People From Positions & Problems
- Avoiding 'Soft' or 'Hard' Positions
- Setting Your Walkaway

Preparing For The Negotiation

- Introduction to the SAGE Negotiation Playbook
- Building Negotiation Variables
- Identifying & Prioritizing Concessions
- Establishing Your Value Proposition
- Planning the Negotiation
- Exercise: Planning a Negotiation

Basic Negotiation Tactics

- Setting The Agenda & Managing Expectations
- Improving Communications By Listening & Asking Questions
- Recognizing When To Walk Away

Group Exercises

- Negotiation Case Study
- (Optional) Role Play