

Course Profile

Course Name: **Core Negotiation Skills**

Duration: 1 Day

Objectives:

Negotiation is a key skill that, when mastered, can enhance communications and provide better results from communication. This one-day course will teach participants the basics of negotiation, how to prepare to negotiate, ways to respond to negotiation challenges, how to create win-win solutions, and how to create sustainable agreements.

Course Content:

- Understand the basic principles of negotiation
 - Prepare for negotiation
 - Respond to challenges
 - Create win-win situations
 - Develop sustainable agreements
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How You Will Benefit:

- Define negotiation
- Use key success strategies
- Apply different negotiation approaches
- Establish rules that lead to effective negotiation.
- Effectively prepare the research that is required to negotiate, including your BATNA, WATNA, WAP, and ZOPA
- Set limits.
- Maintain composure when things get heated.
- Collaborate and foster cooperation.
- Remain focused.
- Keep an open mind
- Decide what kind of relationship we wish to foster.
- Use additional resources and expertise.
- Keep an open mind.
- Create a sustainable agreement.
- Incorporate everyone's perspective.
- Gain consensus