

Overview

“Everything is negotiable”. This is a fundamental philosophy in business and today’s professional business-person needs to have the skills and understanding in this area to ensure a satisfactory outcome for everyone.

Negotiating skills and abilities are of primary importance for everyone whose role it is to interface and achieve outcomes through the actions of others – these skills are invoked daily by individuals at all levels in an organisation who are involved in both internal and external discussions.

From simple extensions of a project plan to company-level/International commercial agreements, negotiation is a factor in bottom-line profitability.

Win/Win negotiating takes dominance out of the picture and substitutes skills that will allow outcomes that are acceptable to all concerned – and ensure there is a platform in the future for more positive and continuing relationships

Attendees will learn how to:

- Be aware of the key stages in the negotiation process.
- Understand the characteristics of successful negotiators.
- Recognise the need for preparation before negotiation.
- Be able to use, recognise and counter negotiation techniques and tactics.
- Recognise the strengths of negotiating skills against using ‘might is right’ approach or discussion dominance
 - Use questions, listening and summarising skills during an negotiation.
- Be better able to achieve negotiated outcomes that favour you, your organisation – and the other person(s) involved.

Content

Win/Win Negotiating – For All Professionals

- The Process of Negotiation – What is it?
- A Five Stage Model
- The Difference between Selling and Negotiation
- Should You Use Power or Personality
- WIN/win or win/WIN – Why Use It?
- The Negotiating ‘Continuum’
- The TKI conflict mode self assessment
- The Role Of Negotiating different business contexts

The Components of Win/Win Negotiations

- The Qualities of Excellent Negotiators
- Why You Can Become Good At Negotiating
- Preparation
- When do you Start?
- Establishing your Position/Alternatives
- Investigation
- Analysing their Objectives/Situation
- Agreeing the Process
- Proposing
- Developing your Strategy
- The Benefits of Team Approach
- Setting Alternatives
- Making Proposals
- Bargaining
- Bargaining and Conceding Successfully
- The Psychology of Bargaining
- The ‘If Then Rule’
- 10 Negotiating Tricks and Tactics – How to use and counter them
- Deadlocks - How to Break them
- Recognising an Agreement
- Timing Your Close
- Monitoring the Agreement

Duration	2 Days
Fee	£Stg 625 €920
Location	BELFAST DUBLIN
Dates	beckinridge.com/schedule