

Strategic Negotiation Skills

Overview

Students will learn the essential strategies and techniques needed to guide negotiations from opening discussions through to a positive result. Students will leave with practical solutions to negotiating effectively.

Target Audience

Professionals involved in internal and/or external negotiations.

Course Objectives

After completing this course, students will be able to:

- Develop the necessary skills to negotiate like a pro
- Prepare for a negotiation applying best practices
- Utilize industry standard tools and techniques
- Create your Best Alternative to a Negotiated Agreement (BATNA)
- Build common ground and consensus in your negotiation strategies
- Negotiate with experts to develop your skills for success

Course Outline

1 - Negotiation Introduced

Identifying Integrative and Distributive Negotiation Types
Understanding the Three Phases of Negotiation
Strengthening Negotiation Skills

2 - Preparing for Your Negotiation

Establishing Personal Boundaries
Deciding on Your WATNA and BATNA and Negotiating Based on Them
Preparing and Sticking to Your Plan
Negotiation Strategies

3 - Negotiation Process for Success

Setting the Time and Place
Avoiding Negative Environments
Establishing Common Ground and Building Momentum
Creating a Negotiation Framework, Agreeing on Issues, and Maintaining a Positive Framework
Working through the Five Steps of Negotiation

4 - Best Practices

Starting Off on the Right Foot
What to Share and What to Keep to Yourself
Knowing What to Expect
Utilizing the Top Ten Negotiation Techniques
Managing an Impasse

5 - Negotiation Tools & Techniques

Reviewing the Three Ways to See Your Options
Creating a Mutual Gain Solution
Agreeing on Wants – Working with What You Want and What They Want

6 - Consensus & Agreement

Building Consensus
Consolidating and Finalizing an Agreement
Controlling Your Emotions and Dealing with Personal Attacks
Walking Away When Necessary
