



Foundations to Negotiation

Course Length: 1-Day (8:30am – 4:00pm)

Course Cost: \$350.00 plus GST

About This Course

We often think of negotiating as a battle, and one that we would like to win, or, in any case, not lose. Changing your mindset to having a problem-solving conversation can improve your results dramatically. This course demonstrates the core skills of interest-based negotiation to get win-win outcomes every time.

Course Objectives

Open completion of this course, you will know how to:

- Identify negotiation opportunities and approaches in any situation.
- Implement the appropriate attitude and approach for the highest potential of success during the entire negotiation process.
- Guide the negotiation process to achieve the best possible outcome for all parties involved.
- Employ the ideal negotiation strategy and tactic for any situation that requires negotiation.
- Understand negotiation skills using the case study method.

Course Content:

Part 1: Getting Started

- What is Negotiation?
- Negotiation – Some Practical Definitions
- Identifying Opportunities for Negotiation
- To Negotiate or Not – That Is the Question
- Negotiation and Conflict
- What Is Your Attitude Toward Negotiation?
- Understanding Types of Negotiation
- Reviewing the Principles of Negotiation

Part 2: Attitudes and Approaches

- Negotiation Styles
- The Win-Win Approach to Negotiation
- The Give/Get Principle of Negotiation
- Managing Conflict During Negotiation
- Conflict Resolution Styles
- Characteristics of a Successful Negotiator

- Buy-Sell Negotiations
- Reviewing Attitudes and Approaches of Negotiation

Part 3: The Process

- Preparing to Negotiate
- Collecting Detailed Information
- Negotiator's Guide to Preparation
- The Seven Basic Steps in Negotiating
- After the Agreement is Reached
- Reviewing the Process of Negotiation

Part 4: Strategies and Tactics

- Negotiating Through Give to Get
- Five Basic Strategies in Action
- Identifying Other Negotiation Strategies
- Ten Critical Mistakes to Avoid
- Reviewing the Strategies and Tactics of Successful Negotiations

Part 5: Developing Your Skills

- Case Study: Negotiating a Project Plan
- Reviewing What You Have Learned