"Mastering Negotiation Skills: Unlocking Value in Every Deal"

1. Introduction

- Warm welcome and introduction to the basics of negotiation.
- Quick round of introductions: Participants share what they hope to gain from the class.

2. Understanding Negotiation

- What is negotiation? Explaining it as a conversation where two or more people seek to find a mutually acceptable solution.
- Discussing the importance of negotiation in daily life, not just in business.

3. Preparing to Negotiate

- How to prepare: Setting clear goals, knowing what you want and what you can give up.
- Understanding the importance of knowing the other party's needs.

4. Simple Negotiation Techniques

- Basic techniques like asking open-ended questions, listening actively, and maintaining a positive, cooperative attitude.
- Group activity: Simple negotiation role-play to practice these techniques.

5. Communicating Effectively

- Tips for clear and effective communication: clarity, tone, and body language.
- Role-playing exercise to demonstrate good vs. poor communication in negotiation.

6. Avoiding Common Mistakes

- Overview of common pitfalls like accepting the first offer, talking too much, or getting too emotional.
- How to remain calm and collected and think before you respond.

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7. Q&A and Recap

- Open the floor for any questions and discuss real-life scenarios where these skills could be applied.
- Recap the key points covered in the class.

8. Closing

- Encourage participants to practice these skills in everyday situations.
- Thank everyone for their participation and provide a handout with summary points and further reading materials.

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