Negotiation Skills: Effective Strategies for Win-Win

Course Duration: 2-day; Instructor-led
Time Schedule: 9am-5pm
Lunch: 1:00pm- 2:00pm
Morning Tea-break: 10:30am-10:45am
Afternoon Tea-break: 3:30pm -3:45pm

INTRODUCTION
Every organization can benefit from improved negotiation skills — keen negotiation skills help to align corporate goals with sustainable business relationships. Close deals that might otherwise be deadlocked. Maximize the value of the agreements you reach and resolve differences before they escalate into costly conflicts. This simulating workshop introduces a systematic approach to effective negotiations and value creation process. It develops the participant's toolkit of tactics and strategies by helping participants apply truly engaging and responsive negotiation styles.

LEARNING OUTCOMES
After completing this course, participants should be able to:

- identify values in principled negotiations
- reflect and refine approach to be more effective
- apply a systematic approach to reparation
- able to determine negotiation parameters
- master negotiation tactics
- handle roadblocks effectively
- become a principled and strategic negotiator

WHO SHOULD ATTEND
Managers & team leaders, Client account managers, Project managers, Sales and marketing professionals, Customer service personnel, Procurement staff, Finance & Accounting professionals, Business owners, anyone who wants to improve on their negotiation skills

METHODOLOGY
This program will be conducted with interactive lectures, group discussions, practical exercises, reflection session and presentation by participants.

COURSE OUTLINE

Module 1: Principled Negotiations

- Introduction
- Aspects of principled negotiation
- Attitudes & characteristics
- Essentials skills

Module 2: Personality Styles

- Self-assessment
- Effect on negotiation style
- How to influence

Module 3: Systematic Preparations

- Groundwork
- Top psychological barriers
- Things to watch out for

Module 4: Tactic for 3 stages

- Beginning stage
- Middle stage
- Ending stage

Module 5: Overcoming Barriers

- Overcoming roadblocks
- Overcoming pressure points