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Negotiating Course

Duration

1 Day (08:30 - 16:00)

Objectives

Negotiating course teaches students the basics of negotiations. Students will learn how to identify objectives and variables, establish negotiation requirements, research the other party, determine concessions, formulate a plan for agreement, and determine the logistics of a negotiation. Course activities also cover the guidelines for conducting a successful negotiation and facilitating communication, questions a person should ask and appropriate responses, and situations that require a specific negotiation style. Students will also learn how to gain control in a negotiation, use various negotiation tactics, and deal with unethical negotiation tactics. The manual is designed for quick scanning in the classroom and filled with interactive exercises that help ensure student success. Comes with a companion CBT program.

Who should attend?

The typical students for this course are managers, supervisors or team leaders who need to learn the basics of how to negotiate effectively for their organizations.

Prerequisite

None

Course Outline

1. Establishing your terms of agreement
 - Understanding negotiation objectives
 - Understanding and establishing your requirements
2. Researching the other party
 - Information gathering
 - Estimation of the other party's requirements
3. Preparing for an agreement
 - Planning for an agreement
 - The negotiation environment
4. Conducting a negotiation
 - Understanding the negotiation process
 - Communicating during a negotiation
 - Challenging negotiation situations
5. Advanced negotiating tactics
 - Control in negotiations
 - Negotiation tactics
 - Negotiation ethics

To check the course schedule, location, pricing and to book online please visit
<http://www.multimediacentre.co.za/courses/negotiating.php>

Our outlines are a guide to the content covered on a typical class. We may change or alter the course topics to meet the objectives of a particular class.