

Strategic Negotiation Skills | 2 Days

Negotiating is an art form. To get what you want, you need to be aware of the other side's objectives, seeking a mutually beneficial result. You must be able to decide on a goal, plan carefully, and apply key skills and tools to reach a successful outcome. In this course, you will learn the essential strategies and techniques needed to guide negotiations from opening discussions through to a positive result. With discussion and hands-on training, you will leave with practical solutions to negotiating effectively.

WHO SHOULD ATTEND:

Professionals involved in internal and/or external negotiations.

JOB ROLES:

Personal Development

Leader of Teams/Projects

Leader of Managers/Departments

OBJECTIVES:

- 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:

Negotiation Introduced

Identifying Integrative and Distributive Negotiation Types

Understanding the Three Phases of Negotiation

Strengthening Negotiation Skills

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

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

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

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

Consensus & Agreement

Building Consensus

Consolidating and Finalizing an Agreement

Controlling Your Emotions and Dealing with Personal Attacks

Walking Away When Necessary

We Ensure Personal & Professional Growth Through:



TOPIC-SPECIFIC, REINFORCEMENT MATERIALS TO ENRICH YOUR JOURNEY

eBooks, On-Demand Courses, Quick Videos,
Personal & Team Assessments, Tools & Templates.

Post-Class Reinforcement Materials

Each of the Leadership and Professional Development courses include a suite of post-class reinforcement materials that are unique to each title. Content such as e-books, quick videos, personal and team assessments, tools and templates, and other materials, have been selected to ensure that you continue your journey to ongoing success beyond the classroom. All e-assets, such as books and videos, come with 1-year access.

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Reinforcement Videos

- Habit 4: Think Win/Win featuring Stephen Covey
- The Role of Power and Influence in Organizations featuring Linda Hill
- The Importance of a Human Connection in Negotiations featuring Larry Dressler
- Negotiating Strategies and Tactics featuring Brian Tracy
- An Alternative to Persuasion featuring Daniel Pink
- The Most Powerful Form of Negotiation is Reciprocity featuring Stewart Levine
- Negotiating: Both Sides Need to Feel Pain and Pleasure featuring Ron Meyer
- How To Be Persuasive featuring Jay Conger
- The Myth of the Tough Negotiator featuring Bruce Campbell
- Conflict Resolution and Negotiation featuring Stewart Levine
- Negotiate to Win featuring Les Green
- Overcoming Fear: Techniques to Drive Performance featuring Vince Poscente
- Why Simple is Better featuring Vikas Kapoor
- Communication is a Two-Way Process featuring Michael Shanahan

Book Summaries

- *Mastering Business Negotiation: A Working Guide To Making Deals And Resolving Conflict* by Roy J. Lewicki and Alexander Hiam
- *Just Listen: Discover the Secret to Getting Through to Absolutely Anyone* by Mark Goulston

Blueprints

- *Doing Deals: The 12 Traits of Successful Negotiators* by Brandon Baum, Michael Frankel, Joseph A. Hoffman and Roger Strode

Leader-Led Activities

- Negotiation Benefits Discussion Guide
- Negotiation Techniques Discussion Guide
- Negotiation Errors Facilitation Guide
- Negotiation Styles Facilitation Guide
- Preparing to Negotiate Facilitation Guide
- Preparing to Bargain Application Guide

Self-Assessment

- Negotiation Errors
- Making Proposals
- Negotiation Style

Business Impact

- Business Impact: Effective Body Language in Negotiations

Challenge

- Challenge: Vendor Negotiations: Choosing the Best Approach

Tools

- Negotiation Tracker
- Negotiation Preparation
- Getting Started
- Negotiation Techniques
- Avoiding Traps
- Persuade or Compromise

Test

- Leadership Advantage Test Yourself: Negotiating

Core Message

- Leadership Advantage: Negotiating 2.0

Case Study

- Negotiation Opportunities
- Preparing to Negotiate
- Making a Proposal
- Using Negotiation Techniques
- Compromising

Key Concept

- Key Concept: Why Negotiate?
- Key Concept: Types of Negotiation
- Key Concept: Negotiation Challenges
- Key Concept: The Three Phases of Negotiation
- Key Concept: Negotiation Preparation
- Key Concept: Know Your BATNA and Walk Away Point
- Key Concept: Getting Started at the Bargaining Table
- Key Concept: Negotiation Proposals
- Key Concept: Getting to Agreement – Responding to the Other Party in a Negotiation
- Key Concept: Negotiation Techniques
- Key Concept: How to Avoid Negotiation Traps
- Key Concept: Styles of Negotiation
- Key Concept: Being a Persuasive Negotiator
- Key Concept: When You Must Compromise

e-Books

- A Winner's Guide to Negotiating: How Conversation Gets Deals Done
- Negotiate to Win: The 21 Rules for Successful Negotiation
- Negotiating Success: Tips and Tools for Building Rapport and Dissolving Conflict While Still Getting What You Want

Videos/Courses

- Don't Negotiate Without A Plan "B"
- Learning to Negotiate
- Asking Your Customers For Advice
- Search For The Underlying Interests Behind Negotiating Positions

Materials listed above are representative and do not include all assets, which are subject to change as titles and resources are always being updated.