This very stimulating workshop introduces the skills required for taking part in successful negotiations. It introduces a systematic approach to preparing and conducting negotiations at all levels.

On this course you will analyse case studies, discuss real life experience and take part in simulations.

BENEFITS

After this one-day workshop you will be able to:
- negotiate with greater confidence
- influence positively the outcomes of your negotiations
- achieve win-win outcomes in negotiations

LEARNING OBJECTIVES

You can expect to:
- apply a systematic approach to preparing for a negotiation
- learn how to avoid common negotiating mistakes
- practice putting your views across in non-confrontational ways

COURSE OUTLINE

Introduction
- What is negotiation?
- When is negotiation a good idea?
- The four elements of an effective negotiation

Element one: Interests
- The difference between positions and interests
- Identifying and prioritising your interests
- Common mistakes when handling interests

Element two: Options
- Generating and evaluating possible options
- Identifying your ideal outcome
- Common errors when generating options

Element three: Criteria for Fairness
- Establishing and agreeing criteria
- Common pitfalls when evaluating fairness

Element four: Commitment
- What to consider when closing a deal
- Ways to close a deal successfully

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Who The Course Is For
This course is for managers, executives, buyers, procurement officers and other staff who have to negotiate as part of their job.

To run this workshop at your premises: Rs 125,000 (up to 20 participants)*

*This price does not include the cost of transporting the trainer to and from your premises

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