

NEGOTIATING SKILLS WORKSHOP

INTRODUCTION: We negotiate for something everywhere and every day. Yet, despite the frequency of negotiating in our lives, we have found that ninety-five percent of our incoming program participants have not had any training in negotiating, and struggle with this in their work and personal lives. Needless to say, with a skill this critical to one's life, we know that four hours of learning in this workshop will help you immeasurably.

OBJECTIVE: To understand a negotiating framework and process, and to learn how to deal with potential conflicts which arise in negotiations.

WHO SHOULD ATTEND: Anyone seeking to improve their negotiating skills.

PROGRAM OVERVIEW:

- Exploring and reviewing common workplace negotiations
- Participating in a reflection exercise – identifying what's worked and what has not in recent negotiations
- Engaging in interactive discussion on how personal needs impact negotiations
- Experiencing live-audience-based role play
- Learning and reviewing the *Five Modes of Conflict*
- Assessing personal conflict preferences
- Learning negotiating skills – an overview
- Separating people from the problem in negotiations
- Learning the four-part negotiating process
- Employing contingency planning in negotiations
- Learning how to action plan the four negotiating steps
- Participating in role play video review and assessment
- Putting it all together – program review

METHODOLOGY: Interactive group learning, audience-based videotaped role plays and feedback, a common-interest-based negotiating model and the *Five Modes of Conflict* Report

PROGRAM LENGTH: 4 hours or 6 hours

COURSE SIZE: A minimum class size of 6, to a maximum of 20

PROGRAM LOCATION: Onsite at client location or at an offsite meeting facility.

PROGRAM FEE OR ADDITIONAL COURSE INFORMATION: Please [contact us](#) for more program information or group session rates.

WEBSITE OVERVIEW: [click here](#).