

## NEGOTIATION TRAINING

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**COURSE LENGTH: 1.0 DAYS**

The PD Training Negotiation Skills Training Course provides you with practical negotiation techniques that you can use in many contexts and situations. Our negotiation training course is run more like a workshop where you are taught the theory, then break out and work in pairs or small teams to practice the negotiation skills that are relevant to your needs.

In this Negotiation Skills Training course you will learn theory and get the opportunity to apply it to scenarios that suit your specific needs. Learn key skills like how to lay the groundwork for a successful negotiation, choosing preferred locations, identifying the key points you're willing to concede and when to walk away from the bargaining table.

This hands-on Negotiation Skills Training Course is available now throughout Australia, including Brisbane, Sydney, Parramatta, Melbourne, Adelaide, Canberra and Perth.

Please click on the Public Class tab below to view our Negotiation Skills Training course schedule by city or click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

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## NEGOTIATION TRAINING COURSE OUTLINE

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### FOREWORD

By completing the PD Training Negotiation Skills Course you will acquire the confidence you need to resolve points of difference, gain the advantage in the outcome of a discussion, produce an agreement upon courses of action or bargain for individual or collective advantage. Negotiation is a process which can lead to positive outcomes and develop relationships, but does require training and practice to perfect

This highly interactive, learner focused Negotiation Skills Training Course will arm you and your team with winning negotiation skills and tactics so you feel better prepared, more confident and have greater control during the negotiation process.

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### OUTCOMES

**By the end of this training session, participants will be able to:**

- ▶ Understand different negotiation styles and when to apply them
- ▶ Understand the dominant negotiation strategies of competition and collaboration
- ▶ Apply the principles of BATNA and ZOPA when preparing to negotiate
- ▶ Apply the negotiation process and understand the basis of 'principled' negotiation
- ▶ Discover the difference between interests and positions
- ▶ Explore the concept of mutual gain
- ▶ Know how to bargain and close a negotiation
- ▶ Understand challenges in negotiation and how to overcome them
- ▶ Apply tips when negotiating by phone or email
- ▶ Understand the principles of ethical negotiation

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### MODULES

#### Lesson 1: The Who, When And How Of Negotiation

- ▶ What we mean by negotiation
- ▶ Negotiation Styles
- ▶ Dominant Negotiating Strategies
- ▶ Your Personal Style
- ▶ Reflection

#### Lesson 2: Preparing To Negotiate

- ▶ Know your BATNA
- ▶ The Zone of Possible Agreement (ZOPA)
- ▶ The Importance of Authority
- ▶ Reflection

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### Lesson 3: Becoming A Principled Negotiator

- ▶ Introductions
- ▶ Separate people from the problem
- ▶ Interests vs Positions
- ▶ Mutual Gain – growing the pie
- ▶ Objective criteria
- ▶ Reflection

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### Lesson 4: Bargaining and Closing

- ▶ Distributive and Integrative Bargaining
- ▶ Negotiation Tactics
- ▶ Making Concessions
- ▶ Agreement Finalisation
- ▶ Reflection

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### Lesson 5: Challenges

- ▶ Power in Negotiation
- ▶ Integrity - The Ethics Test
- ▶ Reflection

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### Lesson 6: If We Can't Meet Can We Still Negotiate?

- ▶ Telephone Negotiation
- ▶ Email Negotiation
- ▶ Reflection

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### Lesson 7: Reflections

- ▶ Create an Action Plan
- ▶ Accountability = Action

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## WEB LINKS

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- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)
- ▶ [Public Classes - Enrol Now!](#)