PROFESSIONAL DEVELOPMENT TRAINING

1300 121 400

REQUEST QUOTE

1.0 DAY COURSE

Negotiation Training

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 the 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 outcome, 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, 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.

What You'll Gain:

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 it 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.

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

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

Lesson 3: Becoming A Principled Negotiator

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

Lesson 4: Bargaining and Closing

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

Lesson 5: Challenges

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

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

- Telephone Negotiation
- Email Negotiation
- Reflection

Lesson 7: Reflections

- Create an Action Plan
- Accountability = Action

Talk to our expert team

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