

Negotiating for Results

This workshop will provide you with an interactive approach to negotiations. The skills you acquire will help you in your role as mediator and negotiator as well as in your day-to-day responsibilities. You will be encouraged to focus on interests rather than positions, so you can develop relationships of mutual trust, fairness and respect for one another. This is a common-sense approach based upon developing a balanced and lasting partnership to solve workplace problems. You will learn and practice effective communication skills, problem-solving and consensus building, with the intention of turning face-to-face confrontation into side-by-side problem solving

Workshop Benefits:

- Understand how often we all negotiate and the benefits of good negotiation skills.
- Recognizes the importance of preparing for the negotiation process, regardless of the circumstances.
- Identify the various negotiation styles, their advantages and disadvantages.
- Develop strategies for dealing with tough or unfair tactics.
- Gain skill in developing alternatives and recognizing options.
- Have the opportunity to practice the “how to” of these skills in a supportive environment.

What Will Be Discussed?

- ✓ What is Negotiation?
- ✓ Types of Negotiators
- ✓ Positional Bargaining
 - Hard vs. soft negotiating
 - Problems with positional bargaining
 - Alternatives to positional bargaining
- ✓ The Successful Negotiator
- ✓ Negotiation Essentials
 - Preparation
 - Organization
 - Hot Buttons
 - BATNA
 - WAP
- ✓ Preparing for Negotiation
- ✓ Inventing Options for Mutual Gain
- ✓ Fear
 - Humiliation
 - Rejection
 - Loss of Power
 - Failure
- ✓ Negotiating Challenges
- ✓ Dealing with Negative Emotions

