



ESSENTIAL NEGOTIATION SKILLS

PROGRAMME DESCRIPTION:

People are constantly negotiating, whether it is in personal relationships, making sales or working with colleagues. Decent negotiation is a vibrant skill that all individuals must acquire to achieve results in a range of business interactions. Our unique practical approach to negotiation skills training provide learners with practical settlement practices that can be used to sharpen commercial edge and build stronger ties with clients and suppliers. All these skills save significant time, money and energy in achieving desired goals while maintaining healthy relationships with stakeholders.

PROGRAMME OUTCOMES:

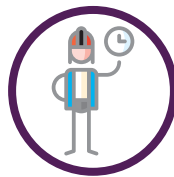
By the end of the programme the participants would be able to:

- Understand different stages and elements of negotiation process in different cultures
- Understand the dominant negotiation strategies and develop skills to become successful negotiator
- Understand principles of WATNA, BATNA, WAP and ZOPA when preparing to negotiate
- Create interest map by exploring the difference between interest and position
- Preserve and enhance commercial trust building relationships
- Increase confidence and reduce stress when resolving disputes
- Reduce the cost of resolving conflicts with intelligent bargaining
- Determine organization's position and devise dominant negotiation approaches to achieve optimal commercial outcomes

AUDIENCE:



Functional Managers



Project Managers



Sales & Marketing Executives

TRAINING METHODOLOGY:

- Interactive training filled with individual and group activities designed to be stimulating, informative and challenging
- Theory combined with real life practical application and case studies.
- Corporate videos
- Sample exercises & tasks

PROGRAMME DURATION:

One Day

PROGRAMME OUTLINE:

Getting Started with Negotiation

- The Who, When and How of Negotiation?
- Skills of the effective negotiator
- Stages of negotiation
- Distributive and Integrative negotiation
- Negotiation scenarios
- The Thomas-Kilmann Conflict Mode Instrument
- Understand Interests Vs Positions and Mutual Gain

It's All About Preparation

- Understanding Your WATNA and BATNA
- Walk Away Price WAP
- Identifying your ZOPA

Exchange of Information

- Creating an atmosphere
- Choosing the perfect time and right place
- Cross-cultural negotiation

Bargaining

- Tactics for negotiation
- How to breakthrough a deadlock
- Mutual understandings
- Reaching consensus
- Building agreements
- Finding an alternative for resolution

Negotiating Via Information Technology

- Online Negotiation Vs Physical Negotiation
- Telephone negotiation
- Email negotiation
- Online negotiation
- Effects of IT on negotiation

Recognize Dirty Tricks and Avoid Them

- Categories of dirty tricks
- Counter tactics





UAE (Dubai)

Pakistan (Lahore, Karachi, Islamabad, Rawalpindi and Faisalabad)

sales@corvit.com

www.corvit.com