

# Negotiation Skills

Although people often think of boardrooms, suits and million dollar deals when they hear the word negotiation, the truth is that we negotiate all the time. Through this workshop, participants will be able to understand the basic types of negotiations, the phases of negotiations and the skills needed for successful negotiating.

The Negotiation Skills course will give your participants a sense of understanding their opponent and have the confidence to not settle for less than they feel is fair. Your participants will learn that an atmosphere of respect is essential, as uneven negotiations could lead to problems in the future.

## Objectives

Understand the types, phases and skills needed for negotiation | Lay the groundwork for negotiation | Understand basic bargaining techniques | Apply strategies for identifying mutual gain | Use the negotiating process to solve everyday problems

## Negotiation Skills Course Outline:

### Module One: Getting Started

- > Icebreaker
- > Housekeeping Items
- > The Parking Lot
- > Workshop Objectives

### Module Two: Understanding Negotiation

- > The Three Phases
- > Skills For Successful Negotiating

### Module Three: Getting Prepared

- > Establishing Your WATNA and BATNA
- > Identifying Your WAP
- > Identifying Your ZOPA
- > Personal Preparation

### Module Four: Laying the Groundwork

- > Setting the Time and Place
- > Establishing Common Ground
- > Creating a Negotiation Framework
- > The Negotiation Process

### Module Five: Phase One - Exchanging Information

- > Getting Off on the Right Foot
- > What to Share
- > What to Keep to Yourself

### Module Six: Phase Two - Bargaining

- > What to Expect
- > Techniques to Try
- > What to Keep to Yourself

### Module Seven: About Mutual Gain

- > Three Ways to See Your Options
- > About Mutual Gain
- > What Do I Want?
- > What Do They Want?
- > What Do We Want?

### Module Eight: Phase Three - Closing

- > Reaching the Consensus
- > Building an Agreement
- > Setting the Terms of the Agreement

### Module Nine: Dealing with Difficult Issues

- > Being Prepared for Environmental Tactics
- > Dealing With Personal Attacks
- > Controlling Your Emotions
- > Deciding When It's Time to Walk Away

### Module Ten: Negotiating Outside the Boardroom

- > Adapting the Process for Smaller Negotiations
- > Negotiations via Telephone
- > Negotiations via Email

### Module Eleven: Negotiating on Behalf of Someone Else

- > Choosing the Negotiating Team
- > Covering All the Basics
- > Dealing With Tough Questions

### Module Twelve: Wrapping Up

- > Words From the Wise
- > Review of Parking Lot
- > Lessons Learned
- > Completion of Action Plans and Evaluations