

Negotiation Tactics for The Modern Professional

Price: \$2,190.00

Course Outline:

Module 1: Foundations of Effective Negotiation

This module introduces the core principles of negotiation, focusing on the importance of preparation and understanding the negotiation process. Participants will learn about different negotiation styles and approaches, and how to choose the best strategy for various scenarios. The session will also cover setting clear objectives and understanding the key components of a negotiation.

Module 2: Preparing for Negotiation Success

Preparation is critical to successful negotiation. In this module, participants will learn how to research and gather information, identify their own and the opposing party's interests, and anticipate potential challenges. The session will also cover the development of a negotiation plan, including setting goals, determining best alternatives, and creating a flexible strategy.

Module 3: Communication Skills in Negotiation

Effective communication is at the heart of successful negotiation. This module focuses on enhancing participants' verbal and non-verbal communication skills. Topics include active listening, asking powerful questions, and reading body language. Participants will also explore techniques for building rapport and managing emotions during negotiations, ensuring clear and persuasive exchanges.

Module 4: Advanced Negotiation Strategies

In this module, participants will delve into advanced tactics for complex negotiations. Topics include creating value through collaboration, leveraging power dynamics, and managing multi-party negotiations. Participants will also learn how to handle difficult counterparts and resolve conflicts constructively. Case studies and role-playing exercises will provide practical experience in applying these strategies.

Module 5: Closing the Deal and Post-Negotiation

The final module covers the crucial aspects of closing a negotiation effectively. Participants will learn techniques for reaching agreements, securing commitments, and ensuring follow-through. The session also addresses how to conduct post-negotiation reviews to evaluate performance, learn from outcomes, and improve future negotiation skills.

Conclusion

Summary and Action Plan

This session wraps up the training by summarizing the key learnings from each module. Participants will be guided to develop a personalized action plan to apply their new negotiation skills in their professional contexts. This practical approach ensures they can implement strategies immediately and reflect on their experiences.

Closing Remarks

The training concludes with final thoughts on the importance of continuous improvement in negotiation skills. Participants will be encouraged to practice regularly and seek opportunities to refine their tactics. They will also be reminded of the resources and support available to help them on their negotiation journey.

Evaluation

Participants will complete a feedback survey to assess their learning and the effectiveness of the training. This feedback will help tailor future sessions to better meet participant needs.

