



SUCCESSFUL NEGOTIATION

A People Results' Workshop

OVERVIEW

Successful Negotiation is a one-day professional development workshop that equips participants with the essential knowledge and skills to become self-assured and astute negotiators in diverse business and workplace situations.

The Workshop encompasses strategy and tactics, a reliable process, the key communication skills and how to develop the mindset of a successful negotiator. The emphasis is on how to negotiate in the best interests of your organisation whilst creating goodwill and excellent ongoing business relationships.

WHO SHOULD ATTEND

Emerging leaders, managers and professionals who wish to develop their knowledge and abilities to negotiate and achieve beneficial business and personal outcomes.

KEY BENEFITS

- How to realise the best outcomes and greatest value in various business and workplace situations through competent negotiation practices.
- How to negotiate in the best interests of your organisation whilst enhancing existing business and stakeholder relationships and building new ones.
- How to develop a strategic approach to negotiating in response to the particular needs of a situation.
- How to lead a negotiation process using a clear step-by-step process.
- How to communicate in the most effective ways during a negotiation meeting.
- How to understand and counter the tactics of other parties.
- How to conclude all issues and reach agreement.
- How to self-evaluate after a negotiation and keep improving through experience.

Challenges

'How do I negotiate the best outcomes while keeping our business relationship on a solid footing for the future?'

'I have to meet a deadline so what are my alternatives and how strong are they?'

'What other sources of value can I bring into the negotiation process?'

These are just a few of the many issues that arise when negotiating in business and the workplace.

Have these questions and other like them answered and be ready to negotiate by attending the **Successful Negotiation** One-Day workshop. More details overleaf.

***Find your best.
Achieve your best.***

Achieve your best.

WORKSHOP DESCRIPTION

Through an engaging case study, group discussions and experiential activities, participants learn and practise the strategies, process and skills of negotiation in the following 5 modules:

Module 1: Key Principles and Process

Acquire the important principles and a clear, step-by-step process for negotiating effectively.

Module 2: Preparing and Planning to Negotiate

Determine your strategy and objectives, understand the relative positions and interests of self and other parties. Decide on tactics and analyse the likely variables, possible concessions and/or alternative options.

Module 3: Communicating in Negotiations

Various negotiation styles, questioning and listening skills, interpretation and control of non-verbal communication.

Module 4: The Negotiation Meeting

Creating a positive climate, establishing opening positions, exploring underlying interests, being flexible and willing to trade, making and getting concessions, how to counter the tactics of other parties.

Module 5: Negotiating a Sustainable Agreement

Taking account of the long-term effects, the fine print and ambiguities, terms and conditions, timing and review of the whole process.

WORKSHOP DURATION

One-Day

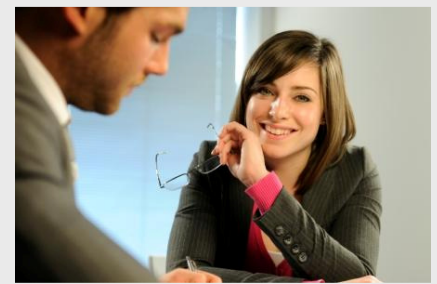
WORKSHOP INCLUSIONS

Arrival tea and coffee
Lunch, Morning and Afternoon Teas
Workshop materials
Comprehensive Resource Guide

“A negotiation is a way of acting and behaving that can develop understanding, belief, acceptance, respect and trust. It is the manner of your approach, the tone of your voice, the attitude you convey, the methods you use and the concern you exhibit for the other side’s feelings and needs. All these things comprise the process of negotiation.”

Cohen, H. “You Can Negotiate Anything”

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Know what you want to achieve and what you are willing to concede.

Successful Negotiation

One-Day Workshop

To Register Your Interest :

People Results offers this Program on an In-House basis or as a public workshop at locations around Australia.

Please contact our Managing Director, Lynne Lloyd, to discuss your requirements.

Telephone 07 3910 1003

Mobile: 0421 998749

or

Email at

enquiries@peoplereults.com.au

Alternatively you may contact us via the People Results' website at:

<http://www.peoplereults.com.au/contact/>

We look forward to your telephone call or email.