

publishing portfolio

Advanced Negotiation

The ability to negotiate effectively in any situation is a skill that can be learnt like any other. This course will help you to hone and improve your negotiation techniques and strategies and to better plan your negotiations to increase your chances of success.

Advanced Negotiation enables the learner to:

- Use NLP to build rapport
- Trade concessions effectively
- Reach an acceptable conclusion for both parties by using constants and variables
- Handle difficult situations and difficult people
- Understand and avoid some of the common traps they might come across in their negotiations
- Learn when not to negotiate and when to say NO!



Learning outcomes

The principles of negotiation

- What is the aim of negotiation?
- How do people negotiate?
- What makes someone a good negotiator?
- Why is preparation so important?

Negotiation dynamics

- What are negotiation dynamics?
- What is my negotiation style?
- What is NLP and how can it help me build rapport?
- How can I make the power balance work for me?
- How do I persuade people effectively?

Preparing for complex negotiation

- When should I negotiate?
- How can I use constants and variables to prepare?
- How can I use a "range of outcomes" to plan a win win outcome?
- What common traps should I be aware of?

Trading concessions

- Why is trading concessions so important?
- How do I trade concessions effectively?
- What do I do if they won't give way on anything?
- What tactics should I recognise?

Getting out of deadlock!

- What difficult issues might I face?
- How do I deal with objections?
- How do I deal with an aggressive negotiator who refuses to budge?
- How do I resolve conflict?
- How do I create a positive atmosphere for agreement?

Target audience

This course is suitable for publishing professionals looking to improve or refresh their negotiation skills.

Duration: 3 hours

Additional services

Tailoring: ensure this course is relevant and engaging by tailoring it to the needs of your professional community or company.

Blended learning: ½ day workshops available.

See also: *Negotiation Skills – The Principles, Effective Communication, Managing Workload, Managing Relationships, Networking Skills, Managing Your Behaviour at Work, Project Management, Problem Solving.*