

publishing portfolio

Negotiation Skills – The Principles

Being able to negotiate effectively will benefit you both in and outside of the workplace. This course will help you to learn some practical negotiation techniques and strategies, and to plan your negotiations to give you the greatest chance of success. Covering the principles, the preparation and the practice of negotiating skills the course combines theory with practical activities and scenarios to help you put what you learn into practice.

Negotiation Skills – The Principles enables the learner to:

- Plan all their negotiations effectively
- Identify their own negotiation style to help them improve
- Adapt their negotiation style to suit the context of the situation
- Understand how to prepare in a way that will ensure the best result for them



Learners may also be interested in **Advanced Negotiation** which further develops the ideas, skills and learning covered in **Negotiation Skills – The Principles**.

Learning outcomes

Principles

- What is the aim of negotiation?
- What is the context of the negotiation?
- What is win win?
- How do people negotiate?
- What makes a good negotiator?
- What are the key skills involved in negotiating?
- What is the process of negotiation?

Preparation

- Why is planning important?
- What practicalities do I need to consider?
- What tools are there to help me plan?

Practice

- How should I behave during a negotiation?
- How do I trade concessions?
- How do I use the key skills in a negotiation?
- How do we come to an agreement?
- What should I do once I have come to an agreement?

Target audience

This course is designed to provide an introduction to the basics of negotiation skills and is suitable for anyone who negotiates with suppliers, partners, customers or colleagues.

Duration: 3 hours

Additional services

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

Blended learning: ½ day workshops available.

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