

Negotiating & Influencing – 2 Day Course

Course Overview

This course is designed to increase success in any relationship, without upsetting the other party at the same time. It works to create a solid foundation between both sides with an aim to building strong working partnerships for the future which benefit both sides.

Who Should Attend

This course will primarily benefit delegates in control of purchasing budgets, whether for goods or services for use by the company or for re-sale. The course is also suitable for directors, managers at all levels, supervisors, team leaders sales and fundraising staff and local government employees and councillors who are required to negotiate in a variety of work situations.

Course Content

Establishing your terms of agreement

- Understanding negotiation objectives
- Identifying objectives
- Determining variables
- Understanding and establishing your requirements
- Working with a negotiation team

Researching the other party

- Gathering information about participants and the company
- Estimation of the other party's requirements
- Estimating requirements

Preparing for an agreement

- Planning for an agreement
- Establishing bartering boundaries
- Formulating a plan
- The negotiation environment
- Choosing a location
- Determining the who and what logistics

Conducting a negotiation

- Understanding the negotiation process
- Identifying the steps in the negotiation process
- Using guidelines in a negotiation
- Communicating during a negotiation
- Identifying and overcoming communication barriers
- Using questions in a negotiation
- Challenging and identifying styles and situations
- Handling challenging negotiation situation

Advanced negotiating tactics

- Control in negotiations
- Gaining control in a negotiation
- Negotiation tactics and ethics
- Understanding legal considerations
- Handling and responding to unethical tactics
- Identifying the types of questions

Additional Information

- CD Manuals and Certificates provided
- Course timings – 9.30 am- 5.00 pm
- Buffet lunch included and free parking available on site
- Joining Instructions will be sent prior to attending the course

Course Costs

To book this course or for further information please contact the training team on Tel - 01604 655900 or email - training@paradisecomputing.co.uk

