



Negotiation Power[®]

Professional Development Seminar

LEARNING OUTCOMES

- | UNDERSTAND AND APPLY THE PROFESSIONAL NEGOTIATION PROCESS TO EVERY NEGOTIATION
- | LEARN HOW TO AVOID NEGOTIATION STALEMATES AND DEADLOCKS
- | LEARN THE TRAITS OF TOP NEGOTIATORS AND HOW TO RECOGNISE YOUR OWN NEGOTIATION STRENGTHS AND WEAKNESSES
- | GAIN INSIGHTS TO HANDLE TOUGH PEOPLE AND TOUGH NEGOTIATING SITUATIONS WITH GREATER CONFIDENCE

Whether you know it or not, every day you and your team members encounter work situations almost every day where you need to negotiate clearly and effectively.

Perhaps you need to negotiate the sale or purchase of equipment, close an important sale, or simply encourage colleagues to meet their work goals. The fact is that skillful negotiating will bring you both professional and personal success and help you perform your job better. *Negotiation Power[®]* delivers the essence of **win-win negotiating** in one information-rich day. From learning what's really happening when two parties get together, to discovering how to look out for your own interests so you get the best outcome; it's all covered in this program.

Throughout the day, *Negotiation Power[®]* will enrich your people's negotiation skills so that they will come out winners from more of their negotiations and interactions with others. The program focuses on the preparation groundwork, the actual negotiation process, relationships and the follow-through when the final agreement is made.

Managers and staff who are wanting to expand and develop their influencing skills, and need to learn how to negotiate positive changes will see great value in attending this professional development program.

Intensive and challenging, the program uses short presentations, role plays, exercises and discussion groups to guide each participant to succeed in both complex and simple negotiations.

At the conclusion of this program participants are equipped to meet typical negotiating situations with greater confidence and preparedness. Through open discussions, role play and case studies, they'll walk away with an in-depth knowledge of how negotiations really work.

- ✔ Develop a BATNA (best alternative to a negotiated agreement).
- ✔ How to clarify all interests and create opportunities for mutual gain.
- ✔ Encourage dialogue when negotiations stall.
- ✔ Learn to be tough on the issues, but not the people.
- ✔ Understand preparation: The single most important key to negotiating.



Seminar Overview

What's Included

SESSION OUTLINE

(One-Day Program 8:30 – 5:00pm)

Module 1: Analysing Negotiation Situations

- The psychology behind negotiating – defining and understanding the negotiation process
- The different types of negotiation situations
- The personal strengths, traits and habits of world-class negotiators (and how your skills currently stack up by comparison)
- The critical 3 phase win-win negotiating process to be used in all negotiations

Module 2: Preparing for a Negotiation

- Defining your desired outcomes and objectives for achieving a win-win agreement
- Clarifying the issues to be negotiated – a needs analysis
- Gathering information to strengthen your negotiating position – an advanced negotiator's key skill
- How to choose and create the environment for a successful negotiation – setting and controlling the right physical and emotional 'climate'
- Preparing for potential negotiation conflict(s)

Module 3: Negotiating Face-to-Face

- Understanding the importance and influence of personal, positional, knowledge and time 'power' in the negotiation process
- How to negotiate from a 'weak' position
- Identifying what you're prepared to trade or compromise to reach agreement and preparing 'conditional offers'

Module 4: Concluding Your Negotiation

- Using added-value and product differentiation to minimise pricing concessions
- Factoring in variables and planning for the unexpected (asking 'what if' questions)
- Choosing your 'fallback' position – developing your BATNA (Best Alternative To A Negotiated Agreement)



EACH PARTICIPANT RECEIVES

Each participant receives a professionally produced, training manual and reference material. In addition, participants receive a password to online e-learning and reference material (where they can access audio coaching files, white papers, posters, and other training materials).

FREE eCOACHING FOR ALL PARTICIPANTS

To help participants implement all they have learnt at this powerful seminar, they'll also receive access to a 6 month e-Coaching program free!

This unique coaching program starts 14 days after the training.



At the comfort of their desk and at a time which suits them, participants enjoy these eCoaching sessions, as they reinforce all that has been learnt at this development program.

CERTIFICATE OF ACCOMPLISHMENT

Each participant also receives a customised "Certificate of Accomplishment", to be framed and displayed at their office or home.



CONTACTING US

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