Negotiating is an art form. To get what you want, you need to be aware of the other side’s objectives, seeking a mutually beneficial result. You must be able to decide on a goal, plan carefully, and apply key skills and tools to reach a successful outcome. In this course, you will learn the essential strategies and techniques needed to guide negotiations from opening discussions through to a positive result. With discussion and hands-on training, you will leave with practical solutions to negotiating effectively.

**WHO SHOULD ATTEND:**
Professionals involved in internal and/or external negotiations.

**JOB ROLES:**
- Personal Development
- Leader of Teams/Projects
- Leader of Managers/Departments

**OBJECTIVES:**
- Develop the necessary skills to negotiate like a pro
- Prepare for a negotiation applying best practices
- Utilize industry standard tools and techniques
- Create your Best Alternative to a Negotiated Agreement (BATNA)
- Build common ground and consensus in your negotiation strategies
- Negotiate with experts to develop your skills for success

**COURSE OUTLINE:**

**Negotiation Introduced**
- Identifying Integrative and Distributive Negotiation Types
- Understanding the Three Phases of Negotiation
- Strengthening Negotiation Skills

**Preparing for Your Negotiation**
- Establishing Personal Boundaries
- Deciding on Your WATNA and BATNA and Negotiating Based on Them
- Preparing and Sticking to Your Plan
- Negotiation Strategies

**Negotiation Process for Success**
- Setting the Time and Place
- Avoiding Negative Environments
- Establishing Common Ground and Building Momentum
- Creating a Negotiation Framework, Agreeing on Issues, and Maintaining a Positive Framework
- Working through the Five Steps of Negotiation

**Best Practices**
- Starting Off on the Right Foot
- What to Share and What to Keep to Yourself
- Knowing What to Expect
- Utilizing the Top Ten Negotiation Techniques
- Managing an Impasse

**Negotiation Tools & Techniques**
- Reviewing the Three Ways to See Your Options
- Creating a Mutual Gain Solution
- Agreeing on Wants – Working with What You Want and What They Want

**Consensus & Agreement**
- Building Consensus
- Consolidating and Finalizing an Agreement
- Controlling Your Emotions and Dealing with Personal Attacks
- Walking Away When Necessary

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