

Negotiating So That Everyone Wins

This highly interactive four-hour workshop provides participants an opportunity to develop a proper negotiation mindset, formulate strategies, and then practice their negotiating skills.

Key Objectives

- Evaluate your position, situation, and offerings
- Collect information and verify needs and positions with appropriate questioning techniques
- Structure your negotiation strategies, goals, and discussions
- Identify and respond appropriately to various negotiation strategies and techniques used by the other person
- Develop win-win situations for all concerned

Topics

- Researching and stating your position and goals
- Setting the proper tone
- Structuring your discussion
- Using smart win-win strategies
- Guidelines for pricing issues
- Negotiation pitfalls: tactics to avoid

Who Should Attend

Anyone who negotiates both internally and externally

Materials/Texts

Participants receive the text *Communicate with Confidence®! How to Say It Right the First Time and Every Time* (McGraw-Hill) by Dianna Booher. Additionally they will receive handouts of key principles and exercises to practice with each concept.

Class Size

15-20 participants