

Negotiation Skills

Practical information: Number of participants: Between 5 and 10
Duration: 2 days (09:00 – 17:00)
Price per person @ Valesta office: £1300

Course Overview

The ability to negotiate is a valuable skill and is a fundamental part of creating value for you and your organisation. Your professional success can depend on your personal skills as a negotiator, whether you are seeking resources for your project or team or negotiating contracts with external stakeholders.

In this Negotiation Skills workshop, you will gain valuable insights into the habits of great dealmakers as you develop your own abilities. Through a series of exercises, you will learn how to execute proven tactics, refine your personal negotiating style, and improve your ability to bargain successfully and ethically in any situation.

By attending this course you will gain:

- An understanding of what negotiation is (and what it isn't)
- The skills of an effective negotiator
- The ability to consistently achieve win-win outcomes
- Valuable Strategies
 - o for successful negotiation based on careful planning
 - o to improve your face-to-face communication and relationship building skills
 - o to achieve better results in both formal and informal negotiations
 - o to build positive, productive relationships with all parties at the table
 - o to improve negotiations by managing your emotions and influencing others

Topics that are being covered during this training are:

- Understanding the different stages of the negotiation process
- How to find the best possible outcome for your position (or the organisation you represent)
- Learn how to identify and understand the needs & interests of all parties involved
- Identify potential barriers or hindrances to the engagement including dealing with a deadlock
- Preparing to negotiate – establishing your boundaries in advance
- Adopt a collaborative approach to ensuring trust, rapport, and long term results
- Understanding your own personal negotiation style and the impact of this

This two-day negotiation skills workshop examines the fundamentals of successful negotiation and will equip you with the essential tools and techniques you need to successfully negotiate with confidence. The training takes a hands-on approach to ensure that the valuable learning can be put into practice immediately. During the practical exercises all participants take part in active discussions, participate in role play, observe and provide feedback to each other.

For more information or to reserve a seat on this training course please contact us today!

We are flexible! Should you require training to be carried out in-house, we would be happy to discuss your needs and come up with a suitable solution for you.

Call our office on +32 15 28 15 05!