

Negotiate Forward: A Process for Effective Negotiation

Course Overview

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This is a 2-day class

We all negotiate. Negotiating is about resolving differences to save time and money, develop a higher degree of satisfaction earn greater respect. Negotiating is a fundamental life skill. Whether you are working on a project or fulfilling support duties, this workshop will provide you with a basic comfort level to negotiate in any situation. This interactive workshop includes techniques to promote effective communication and gives you techniques for turning face-to-face confrontation into side-by-side problem solving.



Who Should Attend

Individual Contributors, Supervisors, Managers, Directors, Executive Team Members

Course Objectives

- How often we all negotiate and the benefits of good negotiation skills.
- Identify and develop the skills needed to negotiate for results
- The importance of preparing for the negotiation process, regardless of the circumstances.
- Learn the 5-step process of formal negotiation
- The various negotiation styles and their advantages and disadvantages.
- Practice industry standard tactics and techniques
- Skills in developing alternatives and recognizing options.
- Basic negotiation principles, including BATNA, WATNA,
- Strategies for dealing with tough or unfair tactics.
- Create the framework for collaborative problem solving
- Build common ground and consensus in your negotiation strategies
- Negotiate for results with Positive Assertiveness and Genuine Empathy

Course Outline

- 1 The Art of Negotiation
- 2 A Process for Lasting Results
- 3 Best Practices Applied
- 4 Tools and Techniques for Successful Negotiation
- 5 Consensus and Agreement
- 6 Summary



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