

NEGOTIATION SKILLS

Introduction:

This programme is suitable for those who need to be able to negotiate on behalf of their organisation. It has been designed to give delegates more confidence when implementing the negotiation process.

Objectives:

Delegates will gain an understanding of negotiation and will be able to demonstrate their ability to negotiate.

Programme Synopsis:

- Understanding negotiation
- The importance of negotiation
- Planning & preparing for the negotiation
- Structuring negotiations
- Increasing your personal power
- Tactics for negotiation
- Movement & concessions
- How to develop win-win situations
- Closing the negotiation
- Preparing a personal action plan

Duration:	One Day
Course code:	TSCNEGS
Certification:	Training Solutions 2000