



## The Art of Negotiation

Negotiation is a discussion between two or more people to reach an agreement about an issue. People who become skilled in negotiating build respect, save time and money and have a high degree of job satisfaction. Negotiating happens both with internal and external customers. This workshop will help develop effective communication and build a collaborative environment focused on problem solving. Workshop length and content can be customized to meet your training needs.

### How You Will Benefit:

- Understand how often we all negotiate and the benefits of good negotiation skills
- Recognize the importance of preparing for the negotiation process, regardless of the circumstances
- Identify the various negotiation styles and their advantages and disadvantages
- Develop strategies for dealing with tough or unfair tactics
- Gain skill in developing alternatives and recognizing options
- Practice these skills in a supportive environment

### Let's Get Started?

1. Contact us to get more information
2. We will tailor the program for your audience
3. Execute the training solution

### What Will Be Covered:

- What is Negotiation?
- The Successful Negotiator
- Preparing for Negotiation
- Getting off to A Good Start
- Exchanging Information & The Bargaining Stage
- Inventing Options for Mutual Gain
- Getting Past No and Getting to Yes
- Dealing with Negative Emotions
- Moving from Bargaining to Closing
- The Closing Stage

### What's Included?

1. Virtual or Classroom facilitation by an expert facilitator
2. Dynamic Interactive Experience
3. Specialized course workbook and materials
4. Personalized certificate of completion

### Who Should Attend:

- Executives and Senior Level Managers
- Individuals in Management and Leadership roles who want to enhance effectiveness
- High Potentials
- Individual Contributors