



for more information call
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 **Effective Negotiation**

Concluding Successful Business

Negotiation or the ability to negotiate is a key skill for any individual. In business, the process of negotiation starts almost as soon as two sides meet.

Whether it is negotiating the priority of a piece of work that needs to be done, or a contract for thousands of pounds, the process remains the same.

Benefits

This course is designed for those individuals that want to master the art of negotiation. Participants will:

- Learn and practice a range of negotiation skills and techniques
- Understand the games people play when negotiating
- Be better prepared the next time they need to negotiate

Content

The course will cover all aspects of negotiation. This will include planning for negotiation, the rules of engagement and how to retain control.

The use of gambits and the games people play while negotiating will be discussed and practiced.

There will be a focus on negotiating to a win / win situation for both parties and how to avoid an impasse or deadlock.

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