



# Negotiation Skills

## Course Description

In this workshop, you will explore a variety of negotiation styles while thinking about their strategic advantages and disadvantages. You'll develop your ability to persuade and influence your colleagues with diplomacy and tact.

## Outcomes:

- Understand the importance of negotiation in everyday interactions to encourage more use of it
- Engage in amicable negotiations that mind the relationships between the parties and maintain trust
- Methodically prepare for any negotiation whether individually or in group
- Learn how to handle heavy-handed tactics in adversarial negotiations

## Module 1: Collaborative Negotiations and Relationships

### Introduction

- Negotiator's Bill of Rights
- Positive Relationships and Social Styles

### Collaborative Negotiation Basics

- Definition
- Four Foundational Objectives
- Preparation
- Planning Tool

### Holistic Negotiation Strategies

- Three-Tier Holistic Negotiation
- Relationship Method
- Building Relationship with Boss: Tools
- Ways to Ruin the Negotiation
- Personal Method
- Tangible and Intangible
- Win-Win

## Module 2: Negotiate Competitively for the Best Terms

### Build an Argument to Persuade and Influence

- Negotiate with Persuasion

### Competitive Negotiation Strategies

- Opening Offer
- Seven Rules for Competitive Negotiations
- Deadlines & Bargaining
- Successful Group Negotiations
- Opponent's Tactics
- Ten Tips