

Negotiation Skills

Maximum Participants: 16

Duration: One Day

Timings: 09:30 – 16:30



Mike Phillips Training

Releasing potential through learning and development

Suitable for

All those who need to negotiate confidently as part of their work and achieve positive outcomes whilst building and maintaining long-term relationships. Suitable for managers, fundraisers and anyone else who has to negotiate with internal staff, external stakeholders, contractors or suppliers.

Aim

To develop a structured approach to negotiations. You will be able to plan and conduct negotiations with confidence, using a range of styles to achieve better outcomes for yourself and your organisation.

Learning Outcomes

By the end of the course, you will be able to:

- Define negotiation and outline the qualities of an effective communicator
- Name and outline the different stages of the negotiation process (preparation, opening, proposing, negotiating, closing and follow-up)
- Evaluate different negotiation styles and strategies
- Use interpersonal skills (including effective questioning techniques) to create greater influence in negotiation situations
- Practice negotiation and identify areas for future development
- Identify the potential challenges/barriers to achieving a 'win/win' outcome and strategies to overcome them

You will also leave the course with:

- A sense of achievement
- A toolkit of techniques and practical ideas for releasing your potential
- A Personal Action Plan to take your learning further

Training Style

All courses are interactive, using diverse participatory, 'brain-friendly' training methods including: exercises; games/quizzes; handouts and workbook; small/large group discussion; skills practice and trainer input.

All courses are accompanied by a **Welcome Pack** (including some essential pre-course activities to prepare for learning) and a **'Bonus Pack'** after the training with additional tools, and follow-up activities to support transfer of learning to the workplace. (*email required)

Other Courses to consider (Visit my website for details of these and other courses)

- ⇒ Assertiveness in the Workplace (2 Days)
- ⇒ Decision-making and Problem-Solving – Tools and Techniques
- ⇒ Influencing and Persuading Skills
- ⇒ Interpersonal Communication Skills
- ⇒ Managing Change
- ⇒ NLP in the Workplace (2 Days)
- ⇒ Presentations – Advanced Skills (2 Days)
- ⇒ Simply the Best – Building your personal image, self-esteem and confidence (2 Days)

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"Extremely relevant.

Good mix of activities...excellent rapport with group... an excellent day."

Course Participant

Anthony Nolan

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website

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