



NEGOTIATION SKILLS

PLATO ACADEMY

Need to negotiate regularly?

Always wanted to improve your negotiated results?

Do you know what difference good negotiation skills will make to you?

Approach

There is an art to negotiating effectively, and this is a balance between process and skill. This programme is designed to assist you in becoming a better negotiator. It takes you through the processes and focuses on the key skills required to negotiate effectively.

It is highly interactive, practical and supportive. We use a variety of different learning approaches to explore the issues raised when negotiating, enabling you to work more effectively.

Topics

- Preparing To Negotiate
- Plan Your Negotiation
- Execute Your Negotiation
- Closing Your Negotiation
- Personal Action Planning

Training Objectives

At the end of this programme, you will be able to:

1. Understand what it takes to negotiate effectively.
2. Prepare well for your negotiations.
3. Create an effective strategy and agenda for your negotiations.
4. Execute your negotiations to achieve your highest priorities.
5. Deal with the outcomes and consequences of your negotiation effectively.

Duration

Two Days

If you would like to discuss any one of our programmes please call on +44(0)7803 299337 or email: info@craighilesconsulting.com



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Programme Schedule

Day One

Introduction & Welcome

- Programme Objectives
- Personal Objectives
- The Art & Science of Negotiation

Plan Your Negotiation

- Preparing to Negotiate
- Negotiation Process
- Strategies, Tactics & Actions

Execute Your Negotiation

- Opening Your Negotiation
- Context & Agenda
- Negotiation Style

Personal Action Planning

Reflection, Discussion & Action

Day Two

Welcome Back

Execute Your Negotiation

- Question, Listen & Respond
- Win-Win Thinking
- Communicating Effectively

Closing Your Negotiation

- Maintaining Focus
- Reaching Agreement
- Wrapping-up

Creativity In Your Negotiation

- Mind Mapping
- Meta Planning
- SWOT Analysis
- Six Thinking Hats
- Force Field Analysis

Personal Action Planning

Reflection, Discussion & Action

**“Start out with an ideal and
end up with a deal”**
– Karl Albrecht

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