

# Advanced Negotiation Skills

*Two-Day Onsite In-House Programme*

**Negotiate with purpose. Protect value. Close with confidence.**

This intensive two-day, on-site programme equips experienced professionals with the judgement, discipline, and commercial edge required to negotiate successfully in complex, high-value business situations. Participants learn to prepare rigorously, trade intelligently, challenge constructively, and close agreements that protect margin, time, and relationships.

## **Why Run This Course in Your Business?**

Negotiation happens every day, over price, scope, deadlines, risk, and resources. Yet most organisations rely on instinct rather than discipline. This course replaces guesswork with structure. It equips your people to prepare properly, challenge confidently, and close cleanly. The result is fewer concessions, stronger agreements, and better commercial outcomes. Delivered in-house, the programme is tailored to your context, contracts, and pressures. If your teams negotiate without a plan, give away value too easily, or struggle to say no, this course pays for itself quickly, often in the first deal.

## **Business-Focused Learning Objectives**

By the end of this programme, participants will be able to:

- **Analyse** negotiation situations to identify risks, leverage points, and tradeable variables.
- **Evaluate** the behaviour, tactics, and cultural cues of the counterpart to select the most effective strategy.
- **Design** structured negotiation plans that align commercial objectives with relationship goals.
- **Apply** advanced questioning, influence, and concession strategies to control the negotiation process.
- **Defend** price, scope, and timelines while maintaining trust and professional credibility.
- **Secure** clear, documented outcomes that reduce ambiguity, rework, and post-deal disputes.



# NEGOTIATION SKILLS

[Email for more information.](#) 07515 851691

## **What the business gains**

- Stronger margin protection and reduced value leakage
- More consistent, disciplined negotiation behaviour across teams
- Fewer disputes caused by unclear agreements or assumptions
- Improved stakeholder confidence and professional credibility
- Faster, cleaner decisions with fewer post-deal surprises

## **What participants gain**

- Greater confidence in high-pressure conversations
- Clear frameworks for preparation and decision-making
- Practical tools that work immediately in real negotiations
- Stronger authority when challenging scope, cost, or deadlines
- The ability to negotiate firmly without damaging relationships

## **Two-Day Programme Outline**

### **Day One – Strategy, Structure, and Commercial Control**

#### **Module 1 – Strategic Negotiation Fundamentals**

- Defining negotiation success in commercial, operational, and reputational terms
- Establishing firm boundaries early: clarity before compromise
- Core principles used by high-performing negotiators across sectors
- Diagnosing conflict modes and choosing the right response

#### **Module 2 – Commercial and Contractual Guardrails**

- Interpreting and challenging terms, conditions, and change requests
- Identifying hidden cost, time, and delivery risks
- Preventing scope creep through disciplined records and controls
- Managing multiple stakeholders without diluting authority

#### **Module 3 – Discovery and Due Diligence (Meeting One)**

- Pre-meeting intelligence: interests, power, and priorities
- BATNA, ZOPA, and defining success criteria
- Translating budget, scope, and schedule into negotiable currencies
- Advanced questioning and listening to surface unstated expectations
- **Role-Play Case Study One:** The Discovery Meeting

#### **Module 4 – Strategy and Positioning**

- Applying the structured negotiation sequence to live business scenarios
- Distinguishing interests from positions to unlock movement
- Designing offers and concessions that protect value
- Balancing commercial realism with long-term relationships

## Day Two – Influence, Resolution, and Results

### Module 5 – Communication, Influence, and Assertive Control

- Understanding personal negotiation style and impact
- Precision questioning to test assumptions and pressure points
- Saying “no”, “not yet”, or “at a cost” with professionalism
- Countering common tactics: deadlines, brinkmanship, and theatrics

### Module 6 – Resolution and Closing (Meeting Two)

- Structuring proposals that secure price, scope, and timing
- Trading concessions rather than giving them away
- Clarifying payment triggers, milestones, and commitments
- **Role-Play Case Study Two: The Resolution Meeting**

### Module 7 – Review and Action Planning

- Extracting lessons from both negotiation simulations
- Translating learning into live business priorities
- Personal negotiation action plans and commitments
- Final discussion and application planning

## Format and Delivery

- Two-day, onsite, in-house workshop
- Highly interactive with realistic business case simulations
- Practical tools: negotiation planner, control checklist, action plan
- Delivered by [Graham Roberts-Phelps](https://www.grahamphelps.com)

#### Featured Courses



Advanced Negotiation

Most organisations negotiate every day, yet few do it consistently well. This training course replaces instinct with structure. It equips your people to protect value, challenge assumptions, and close better deals.



Better Business Writing

Poor writing is a silent drain on time, trust, and performance. This course replaces guesswork with science, helping you write clearly, concisely and confidently.



Better Business Writing

Commercial pressure is increasing. Margins are tighter. Risk tolerance is lower. Scrutiny is higher. This course gives commercial clarity to protect value, manage risk, and make better decisions.

#### And for New for 2026

Unlocking AI Potential



AI capability is becoming a baseline business skill. Organisations that rely on informal experimentation will fall behind those that apply AI with structure and discipline. With a focus on real-world business and workplace applications.

Unlocking AI Potential for Managers



AI is no longer a technical issue. It is a **management issue**. Managers are not expected to become AI experts—but they are expected to make sound decisions about how AI is used, where it adds value, and where it creates risk.