

Negotiating for Results

People who can master the art of negotiation find they can save time, save money, develop a higher degree of satisfaction with outcomes at home and at work, and earn greater respect in the workplace.

Negotiating is a fundamental fact of life at any level. Whether you are working on a project or fulfilling support duties, this two day workshop will provide you with a basic comfort level to negotiate with both internal and external clients. This interactive workshop includes techniques to promote effective communications and gives you techniques for turning face-to-face confrontation into side-by-side problem solving.

How You Will Benefit:

- Understand how often we all negotiate and the benefits of good negotiation skills.
- Recognize the importance of preparing for the negotiation process, regardless of the circumstances.
- Identify the various negotiation styles and their advantages and disadvantages.
- Develop strategies for dealing with tough or unfair tactics.
- Gain skill in developing alternatives and recognizing options.
- Have the opportunity to practice the “how to” of these skills in a supportive environment.
- Understand basic negotiation principles, including BATNA, WATNA, WAP, and the ZOPA.

What You Will Cover:

- ▶ What is Negotiation?
- ▶ The Successful Negotiator
- ▶ Preparing for Negotiation
- ▶ The Nuts and Bolts
- ▶ Making the Right Impression
- ▶ Getting off to a Good Start
- ▶ Exchanging Information
- ▶ The Bargaining Stage
- ▶ Inventing Options for Mutual Gain
- ▶ Getting Past No and Getting to Yes
- ▶ Dealing with Negative Emotions
- ▶ Moving from Bargaining to Closing
- ▶ The Closing Stage

Name of City and Date of Event

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What's Included:

- Instruction by an expert facilitator
- Small interactive groups
- Specialized manual and course materials
- Personalized certificate of completion

TIME: 9am – 4pm. *Prices and dates are subject to change.

Pre-Registration Form:

Negotiating for Results

Yes Enroll me now

Participant Name (*Please Print*)

Position

Immediate Supervisor

Organization

Organization Address

ZIP _____ Telephone # _____

Fax _____ E-Mail _____

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Sustainable Peak Performance