

## Negotiation Essentials

### Overview

Through a series of case studies, role-plays and self-reflection, this workshop will provide you with the confidence to apply a universal framework of negotiation. Participants will gain a greater understanding of negotiation styles, the importance of planning and preparation, identifying and valuing concessions, achieving leverage through standards and benchmarks, the use of tactics and locking in an agreement. Participants have the opportunity to shape the emphasis and examples through completing a pre-workshop survey.

### Who is it for?

Individuals seeking to improve their skill and confidence in undertaking negotiations in a wide range of workplace situations.

### Duration

1 day or 2 half days

### Delivery

This highly interactive workshop can be delivered either face to face or in a virtual workshop format, including work-based activities, presentations, group work and case studies.

### Learning Outcomes

- Recognise early opportunities to shape a successful negotiation
- Understand your negotiation style and preferences and how they contrast to others
- Apply a universal negotiation framework to a range of situations
- Identify and apply the 5 key ingredients that drive successful negotiations
- Identify favourable standards and benchmarks that increase your leverage
- Understand how to refute the other party's standards and benchmarks
- Recognise the importance of identifying and valuing concessions and how to trade these towards achieving an agreement
- Understand when and how to move towards securing a good agreement for you, your organisation and the other party
- Learn techniques to bring a negotiation to conclusion and lock in agreement