



Negotiating for Results

Our Instructors understand and use up-to-date negotiation training techniques and a variety of negotiation training methods, including lectures, group discussions, case studies, problem solving exercises, and visual aids, to give all participants the best opportunities for learning. Negotiation Training includes such topics as developing effective communication skills, negotiation techniques, and problem solving.

What participants will learn:

At the conclusion of this workshop, participants will be expected to:

- Understand the benefits of good negotiating skills
- Identify those techniques that will be most effective in stressful negotiation situations
- Have the opportunity to practice the “how to” of these skills in a supportive environment
- Recognize the stress that often accompanies negotiations and have some options for managing that stress

Workshop Outline:

This includes large group discussions, individual work and reflection, small group discussions & exercises, case studies and simulations for role play. Customization will be based on your own needs or information provided by your human resource department or the individual department prior to the workshop. Materials are designed as interactive workshops with a 40/60 split between concept/theory and practical application of skills discussed. Class size should be kept between 20-25 whenever possible, so each participant will have the opportunity to gain techniques for the types of situations they deal with or expect to deal with.

Pre-Workshop Assignment:

Participants will be asked to bring to the workshop some examples of recent negotiating situations, including a situation they felt they handled well, a situation that could have been handled better, and a situation that they felt uncertain about. Participants will be asked to be prepared to share these examples with others in the group.

Day 1

- **What is Negotiation?**
- **Types of Negotiators**
- **Positional Bargaining**
 - Hard vs. soft negotiating
 - Problems with positional bargaining
 - Alternatives to positional bargaining
- **The Successful Negotiator**
- **Negotiation Essentials**
 - Preparation
 - Organization
 - WAP
 - BATNA
- **Preparing for Negotiation**
- **Inventing Options for Mutual Gain**

Day 2

- **Fear**
 - Humiliation
 - Rejection
 - Loss of Power
 - Failure
- **Negotiating Challenges**
- **Dealing with Negative Emotions**
- **Pairs Exercise**
- **Debrief**
- **Personal Action Plan**

This workshop is a detailed insight into the **skills required by effective negotiators..**

- ❖ It is very interactive and includes many activities and exercises to enhance the learning experience.
- ❖ It is spread over the period of 2-full days consisting of 8 hrs each (9am-5pm)
- ❖ It includes 2 tea breaks and a lunch break

Proposed Training Plan Consists of:

- ❖ **Training Kit** : Handouts, Activities, Exercises
- ❖ **Training Duration**: 2 full days (8hrs each)
- ❖ **Number of candidates**: Minimum=20 Maximum=40
- ❖ **The training venue proposed is** :PC Hotel or Avari Hotel, according to availability of dates assigned by your organization for the training.

Training Cost:

Cost per Individual Participant is a total of:= **Rs.10,500**

Includes cost of:

- Handouts,
- Activity/Exercise material,
- Certificates,
- Tea (twice),
- Buffet Lunch,
- Hotel Facility Charges,
- and Trainers Cost

