

**Negotiation Skills**

**Category:**

Leadership

**Course Prerequisite:**

None

**Course Length:**

16 hours

**Materials:**

Included (digital only)

**Cancellation Policy:**

Less than 14 days, 50% non-refundable , less than 7 days 100% non-refundable

**Minimum Number of Students:**

4

**Maximum Number of Students:**

15

**Delivery:**vILT or cILT  
(virtual or classroom)

**Pre-work:**

None

**Description:**

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. This workshop ensures participants gain skills and confidence when negotiating with both internal and external clients. This interactive workshop also includes techniques to promote effective communications and to turn face‐to‐face confrontation into side‐by‐side problem solving.

Two books, *Getting Past No* and *Getting To Yes*, both authored by William Ury, and educational curriculum from the Harvard University Business School are referenced throughout the training.

**Competencies:**

* Separate the people from the problem
* Focus on interests, not positions
* Generate a variety of possibilities before making a decision
* Define objective standards as the criteria for making the decision
* Negotiation principles
* Defining ZOPA (Zone of Possible Agreement)
* Identifying your BATNA (Best Alternative to a Negotiated Agreement)

**Course Benefits:**

* The benefits of good negotiation skills.
* The importance of preparing for the negotiation process, regardless of the circumstances.
* Various negotiation styles and their advantages and disadvantages.
* Strategies for dealing with tough or unfair tactics.
* How to develop alternatives and recognize options.