PROFESSIONAL DEVELOPMENT TRAINING

5808 8521

REQUEST QUOTE

1.0 DAY COURSE

# Negotiation Training

**This Negotiation Skills Training Course provides you with practical negotiation techniques applicable to negotiation in many contexts and situations. The negotiation training course is run like a workshop where you are given some theory, then work in pairs or small teams to prepare for negotiations that are relevant to your needs.**

**In this Negotiation Skills Training course you will learn theory and get the opportunity to apply it to scenarios that suit your specific needs. This is training tailored to you!**

**This hands on Negotiation Skills Training Course is available now throughout Hong Kong, including Central.**

**This Negotiation Training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.**

**Contact us today for a quote.**

### What You'll Gain:

Gain the confidence you need to resolve a point of difference, or the advantage in the outcome of a discussion, produce an agreement upon courses of action, or bargain for individual or collective advantage. Negotiation is a process which can lead to positive outcomes and develop relationships.

This highly participative learner focused Negotiation Skills Training Course will arm you and your team with winning negotiation skills and tactics so you feel better prepared, more confident and have greater control in the negotiation process.

## Outcomes

**By the end of this training session, participants will be able to:**

- Explain the basic types of negotiations
- Learn the phases of negotiations & gain the skills necessary for successfully negotiating
- Apply basic negotiating concepts (WATNA, BATNA, WAP & ZOPA)
- Lay the groundwork for negotiation

- Identify what information to share & what information to keep to your self
- Master basic bargaining techniques
- Apply strategies for identifying mutual gain
- Demonstrate how to reach a consensus & set the terms of agreement
- Deal with personal attacks & other difficult issues
- Apply the negotiating process to solve everyday problems
- Negotiate on behalf of someone else

# Modules

### Lesson 1: The Who, When And How Of Negotiation

- What we mean by negotiation
- Negotiation Styles
- Dominant Negotiating Strategies
- Your Personal Style
- Reflection

### Lesson 2: Preparing To Negotiate

- Know your BATNA
- The Zone of Possible Agreement (ZOPA)
- The Importance of Authority
- Reflection

### Lesson 3: Becoming A Principled Negotiator

- Introductions
- Separate people from the problem
- Interests vs Positions
- Mutual Gain – growing the pie
- Objective criteria
- Reflection

### Lesson 4: Bargaining and Closing

- Distributive and Integrative Bargaining
- Negotiation Tactics
- Making Concessions
- Agreement Finalisation
- Reflection

### Lesson 5: Challenges

- Power in Negotiation
- Integrity - The Ethics Test
- Reflection

### Lesson 6: If We Can't Meet Can We Still Negotiate?

- Telephone Negotiation
- Email Negotiation
- Reflection

### Lesson 7: Reflections

- Create an Action Plan
- Accountability = Action

**Talk to our expert team**

**Phone: 5808 8521**

Email: enquiries@pdtraining.com.hk