

Strategic Negotiation Skills

Course Overview

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This is a 2-day class

Negotiating is an art form. To get what you want, you need to be aware of the other side's objectives, seeking a mutually beneficial result. You must be able to decide on a goal, plan carefully, and apply key skills and tools to reach a successful outcome.

In this course, you will learn the essential strategies and techniques needed to guide negotiations from opening discussions through to a positive result. With discussion and hands-on training, you will leave with practical solutions to negotiating effectively.

[Download the Course Outline and Information on Post-Class Content](/Portals/0/Documents/CLD%20Outlines%20and%20Post%20Class/Strategic%20Negotiation%20Skills.pdf)

Who Should Attend

Professionals involved in internal and/or external negotiations.

Course Objectives

After completing this course, students will be able to:

- Develop the necessary skills to negotiate like a pro
- Prepare for a negotiation applying best practices
- Utilize industry standard tools and techniques
- Create your Best Alternative to a Negotiated Agreement (BATNA)
- Build common ground and consensus in your negotiation strategies
- Negotiate with experts to develop your skills for success

Course Outline

1 Negotiation Introduced

Identifying Integrative and Distributive Negotiation Types

Understanding the Three Phases of Negotiation

Strengthening Negotiation Skills

2 Preparing for Your Negotiation

Establishing Personal Boundaries

Deciding on Your WATNA and BATNA and Negotiating Based on Them

Preparing and Sticking to Your Plan

Negotiation Strategies

3 Negotiation Process for Success

Setting the Time and Place

Avoiding Negative Environments

Establishing Common Ground and Building Momentum

Creating a Negotiation Framework, Agreeing on Issues, and

Maintaining a Positive Framework

Working through the Five Steps of Negotiation



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4 Best Practices

- Starting Off on the Right Foot
- What to Share and What to Keep to Yourself
- Knowing What to Expect
- Utilizing the Top Ten Negotiation Techniques
- Managing an Impasse

5 Negotiation Tools & Techniques

- Reviewing the Three Ways to See Your Options
- Creating a Mutual Gain Solution
- Agreeing on Wants – Working with What You Want and What They Want

6 Consensus & Agreement

- Building Consensus
- Consolidating and Finalizing an Agreement
- Controlling Your Emotions and Dealing with Personal Attacks
- Walking Away When Necessary