

Negotiation Skills

Duration: 1 Day

Preparing to Negotiate

- Establish a Successful Mindset
- Research the Other Party
- Determine the Value of the Item Being Negotiated
- Determine Where You'd Like Negotiations to Take Place
- Establish Your Best- and Worst-Acceptable Outcomes
- Research Your Best Alternative to a Negotiated Agreement (BATNA)

Initiating Negotiation: Establishing the Ground Rules

- Establish Rapport
- Establish Your Status
- Choose the Communication Method for Negotiation
- Establish the Rules of Engagement
- Set a Timeline
- Establish How Negotiation Results Will Be Communicated and Implemented

Negotiating

- Encourage the Other Party to Issue the First Proposal
- Make the First Proposal
- Counter the Offer or Proposal
- Accept an Offer or Abort Negotiations
- Work Through an Impasse

Following Through

- Evaluate the Success of the Negotiation
- Follow Up on the Relationship

Negotiating in Special Circumstances

- Cross-Cultural Negotiation
- Cross-Generational Negotiation
- Negotiation with Supervisors and Subordinates