

P14 - PRACTICAL NEGOTIATION

LEVEL

Working /Practitioner

DURATION

1 day

METHOD

Training Course

Overview

A highly interactive course which provides an opportunity to build and/or enhance negotiation skills in a safe environment. Following an introduction to the process and practice of negotiation, delegates will have the opportunity to try new approaches and test their skills with experienced negotiation tutors

AUDIENCE & FORMAT

This course is for those who are or may be involved in negotiation in the context of procurement or contract management.

Course Content

- Complete/update a negotiation profile
- Key Approaches and Persuasion methods
- Model for Moving People
- Important Phases in the Process
- Useful negotiating tactics
- Styles of negotiation
- Prepare for, plan and complete a negotiation
- Constructive feedback and review
- Write up the deal
- Present outcome
- Action plans

OUTCOMES

On completion of this course attendees will:

- Understand the negotiation process including preparation, planning, objective setting and the phases of negotiation.
- Understand what behavioural skills are required to secure a successful negotiation outcome.
- Understand when you are in a strong or weak negotiation position and what tactics to adopt for each circumstance.
- Develop negotiation skills through practice.

Relevant Competencies

- Negotiation
- Supplier management
- Communications

PROCUREMENT JOURNEY

- Zone B (post tender clarification or negotiation)