

P15 - INTRODUCTION TO NEGOTIATION

LEVEL

Awareness/Foundation

DURATION

1 day

METHOD

Interactive Training Course

OVERVIEW

The course introduces the concept and process of negotiation. Delegates will explore different styles of negotiation and the impact of personal behaviours.

AUDIENCE & FORMAT

This course is for those seeking to gain or refresh knowledge of negotiation theory and practice.

OUTCOMES

On completion of this course attendees will:

- Understand the different types of negotiation and when to negotiate.
- Be aware of the different styles of negotiation
- Understand the key stages of the negotiation process
- Recognise some tactics

COURSE CONTENT

- Complete a negotiation profile
- Key Approaches and Persuasion methods
- Types of negotiation
- Model for Moving People
- Important Phases in the Process
- Useful negotiating tactics
- Negotiation styles

Relevant Competencies

- Negotiation
- Supplier management
- Communications

PROCUREMENT JOURNEY

- Zone B (post tender clarification or negotiation)