

Mastering Negotiation

Kuala Lumpur (Malaysia)

6 - 10 January 2025

UK Training

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Mastering Negotiation

Code: PS28 From: 6 - 10 January 2025 City: Kuala Lumpur (Malaysia) Fees: 7100 Pound

Introduction

Negotiation skills are critical in both personal and professional life. Whether you're seeking a better deal, resolving conflicts, or making important decisions, effective negotiation can lead to favorable outcomes. This course, "Mastering Negotiation," is designed to provide participants with a comprehensive understanding of negotiation principles and strategies. Participants will learn how to negotiate confidently, build mutually beneficial agreements, and navigate complex negotiation scenarios. Through a combination of theory, practical exercises, and case studies, this course will empower participants to become skilled negotiators.

Course Objectives

- Introduce participants to the fundamental concepts and importance of negotiation skills.
- Provide a comprehensive understanding of negotiation styles and strategies.
- Equip participants with practical negotiation skills, including communication and persuasion techniques.
- Teach participants how to prepare effectively for negotiations and assess their own and their counterparts' positions.
- Foster the ability to negotiate in various contexts, from business deals to interpersonal relationships.
- Prepare participants to handle complex negotiation challenges with confidence.

Course Outlines

Day 1: Introduction to Negotiation

- Understanding the Role and Significance of Negotiation Skills in professional settings.
- The Psychological Aspects of Negotiation.
- Common Myths and Misconceptions about Negotiation.

Day 2: Negotiation Styles and Strategies

- Different Types of Negotiation Skills Competitive, Collaborative, etc..
- Choosing the Right Strategy for Each Situation.
- Building Trust in Negotiations.

Day 3: Effective Communication in Negotiation

- The Art of Active Listening as one of the Essentials of Negotiation.
- Verbal and Non-verbal Communication Techniques.
- Framing and Reframing in Negotiations.

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Day 4: Persuasion and Influence in Negotiation

- The Principles of Persuasion Reciprocity, Scarcity, etc..
- Techniques for Overcoming Resistance.
- Ethical Considerations in Persuasion.

Day 5: Negotiation Preparation and Planning

- Setting Clear Objectives and Goals for successful negotiations.
- Assessing Your BATNA Best Alternative to a Negotiated Agreement.
- Analyzing the Other Party's Interests and Positions.

Day 6: The Negotiation Process

- Opening Statements and Positioning.
- The Art of Give and Take.
- Managing Deadlocks and Impasses.

Day 7: Negotiating in Business and Professional Settings

- Contract Negotiation and Deal Making.
- How to Negotiate a Raise and Compensation.
- Negotiating with Suppliers and Partners.

Day 8: Conflict Resolution and Difficult Conversations

- Techniques for Resolving Conflicts through Negotiation.
- Handling Emotional and High-Stakes Negotiations.
- Navigating Difficult Conversations with Tact.

Day 9: Multi-party and Cross-cultural Negotiations

- Strategies for Complex Negotiation Scenarios.
- Understanding Cultural Differences in Negotiation.
- Building Alliances and Coalitions.

Day 10: Final Negotiation Exercises and Review

- Participants engage in real-world negotiation scenarios.
- Analysis and debriefing of negotiation exercises.
- Course review, Q&A, and certification.

Conclusion

Mastering negotiation skills is essential for anyone looking to excel in personal and professional settings. This course not only covers what are negotiation skills but also delves into how to improve negotiation abilities through practical training. As participants learn how to negotiate effectively, they will be equipped to handle various scenarios, from settlement negotiations to crisis negotiations. With the right training, including executive negotiation training, individuals can become successful negotiators who know how to win at negotiating.

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) in gold and silver, set against a background of concentric circles.

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Join us to enhance your negotiation skills and learn how to prepare for a negotiation effectively, leading to successful negotiated agreements that benefit all parties involved!

A graphic of a chessboard with several pieces (a king, a pawn, and a knight) on it, set against a background of concentric circles.

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