

Mastering Negotiation Skills in 5 Days

Cape Town (South Africa)

13 - 17 January 2025

UK Training

PARTNER



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Code: PS28 From: 13 - 17 January 2025 City: Cape Town (South Africa) Fees: 3300 Pound

Introduction

Negotiation skills are essential in both personal and professional life. Whether negotiating a better contract, resolving conflicts, or making critical decisions, effective negotiation leads to favorable outcomes for all parties involved. This course is designed to provide participants with a comprehensive understanding of essential negotiation principles, styles, and advanced strategies.

Course Objectives

- Introduce participants to fundamental negotiation concepts and highlight their importance in professional contexts.
- Understand different types of negotiation and know when to apply each strategy effectively.
- Equip participants with practical negotiation skills, including communication and persuasion techniques.
- Teach preparation strategies for effective negotiation, including how to evaluate positions and alternatives.
- Prepare participants to tackle complex negotiation challenges with confidence.

Course Outlines

Day 1: Introduction to Negotiation

- Role and Importance of Negotiation: Understanding the impact of negotiation in professional environments.
- Psychological Aspects: Exploring how psychology influences decision-making in negotiations.
- Myths and Misconceptions: Correcting common myths about contract negotiation and other forms of negotiation.

Day 2: Negotiation Styles and Strategies

- Types of Negotiation: Competitive, collaborative, and other strategies, including integrative negotiation.
- Choosing the Right Strategy: Adapting negotiation styles to different situations.
- Building Trust: Establishing a foundation of trust during negotiations.

Day 3: Effective Communication and Persuasion

- Effective Communication: Mastering active listening and verbal/non-verbal techniques.
- Principles of Persuasion: Key principles such as reciprocity and scarcity.
- Overcoming Resistance: Techniques to address and overcome objections.

Day 4: Negotiation Preparation and Process

A graphic illustration of a chessboard with several chess pieces. In the foreground, a gold king piece stands prominently on a white square. To its left, a silver pawn and a silver knight are visible. The background shows a grid of alternating white and grey squares, with concentric white circles radiating from behind the king piece, suggesting a strategic or competitive environment.

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- Effective Preparation: Setting clear objectives and assessing alternatives.
- The Negotiation Process: Managing opening statements, give-and-take dynamics, and staying focused.
- Managing Challenges: Techniques for overcoming deadlocks and handling crises.

Day 5: Practical Application and Review

- Real-World Negotiation Exercises: Participants engage in practical negotiation scenarios.
- Debrief and Analysis: Reviewing exercises to extract key lessons and insights.
- Course Review and Q&A: Addressing final questions and distributing course certifications.

Conclusion

Mastering negotiation skills is crucial for anyone looking to excel in personal and professional settings. Join us in this course to enhance your negotiation techniques and learn practical methods that help in crafting beneficial agreements for all parties involved

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

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