



Revolution

Learning and Development

Course Overview

Negotiation & Influencing Skills

Course Aims

This course looks at the skills, behaviours and tactics necessary to use negotiation and influencing to get to a win-win outcome.

By the end of the session, attendees will be able to:

- Demonstrate an increased understanding and awareness of what negotiation and influencing is
- Identify through group and individual activities the skills knowledge and understanding necessary to be an effective negotiator whilst developing your own negotiating skills
- Understand the skills required to Influence effectively to bring people around to your way of thinking
- Develop general strategies for Successful Negotiation and influencing
- Produce win-win resolutions for all parties
- Identify your own negotiation and influencing style and it's potential strengths and weaknesses

Course Content

- What is Negotiation and Influencing?
- Why Negotiate and why would you need to Influence?
- Applying a methodology to Negotiation and Influencing
- Preparing to Negotiate and Influence
- Carrying out the negotiation and Influence
- Dealing with set backs
- Using these skills to manage conflict

Course Benefits

- Build stronger relationships by agreeing on things
- Save time and money
- Get the things you want without damaging relationships
- More profit or better deals for your organisation

Who Should Attend?

Those who negotiate legal or commercial contracts, or those who feel as though they need to develop their day to day managerial/people negotiation skills.

Price

Open Workshop - £299 inc VAT per person. 1 day workshop including lunch and a delegate workbook.

Delivered to your organisation – Contact us to talk about your requirements and for a no obligation quote.

Session Breakdown

What is Negotiation and Influencing?

- An introduction to what negotiation and influencing is and the main differences between them.

Preparing to Negotiate and Influence

- What to do before you go into a negotiation
- Determining your walk away point
- Understanding the best approach for the people you will be negotiating with
- Preparations required to Influence

Making Your Proposal

- How to structure your proposal to ensure you sell the benefits
- How to counter proposals from the other party
- Body language and tone of voice when negotiating
- How to bring people around to your way of thinking

Debating

- Getting to an agreement that satisfies both parties
- Being assertive during the process

Bargaining

- What to consider when making concessions on your part to get an agreement
- How to counteract arguments
- How to get to a closing point

Closing

- How to close the negotiation and ensure the relationship stays in tact
- How to walk away

Being a Mediator

- Using the learning from the session to deal with conflict and act as a mediator.

Course Information

This is a **one day** training event that Revolution Learning and Development deliver on an open basis at locations across the UK. We can also deliver this event at or in close proximity to your organisation if this is required.

If you chose to have us deliver this specifically for your organisation, we can make this more bespoke to your needs.

The cost of our open courses includes the learning materials, refreshments during the day and lunch.

To see prices and when and where we are next running this event or to book, visit our website www.revolutionlearning.net or call 03333 444 575.

Or, to discuss your individual needs, email contact@revolutionlearning.net or call us on the number above.

Booking terms and conditions are available on our website.