



Duration: 1 Day
Course Code: SSS03

Course Description:

Negotiating Skills are not limited to the traditional forums of buyers and sellers or management and workforce representatives. They are used daily by almost everyone. By developing your teams' negotiating skills, your organisation will benefit from a more confident, assertive and motivated workforce in addition to a more effective working relationship. This influencing skills training programme will equip delegates to approach influencing, negotiating and motivation with awareness, skills and confidence.

Who Should Attend Negotiation Skills Training?

- This course is designed to lead to practical skills to enable delegates to become competent and confident in their negotiations. Therefore anyone who wishes to improve their negotiation skills will benefit from attending.
- Anyone who wants to expand their awareness of strategies and techniques and to raise interpersonal skills to a significantly higher level.

Benefits From Attending The Training:

- How to plan and prepare a strategy for successful negotiations
- Using effective negotiation skills and behaviours to gather information
- Managing conflict and deadlock
- How to influence and persuade both colleagues and clients
- Develop the skills that earn attention, co-operation and trust
- Enrich and expand your own influencing style and flexibility
- Negotiate with others confidently and effectively
- Perceive situations from many points of view and choose the best approach

Course Contents:

- What are negotiations?
- Identifying the skills
- Preparing to negotiate
- Seeing the other side
- Questioning and listening
- Influencing strategies
- Moving to agreement
- Agreeing what's been arranged
- Achieving the win-win situation
- Managing power issues in teams and partnerships
- Influencing a manager or others in authority
- Staying in control when negotiating, and avoiding manipulation

Related Courses:

- Face To Face Sales | Duration: 1 day | Code: SSS01
- Managing Key Accounts | Duration: 1 day | Code: SSS05
- Telephone Cold Calling | Duration: 1 day | Code: SSS06

***BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals**

