

**Dave Jones Consultants***Captivating Practical Learning BIG Results!*

POWERFUL NEGOTIATION SKILLS



How to identify, protect and advance your interests!

OVERVIEW

[Register](#)

We use negotiating techniques in our everyday lives, sometimes without realizing it. In our professional lives, however, negotiating is a necessary and versatile skill. The ability to negotiate appropriately can be your edge in achieving success. Whether you're dealing with colleagues, employees, senior management, prospects, clients or suppliers, you will achieve your goals more often by using powerful, appropriate and effective negotiating strategies and techniques. You will learn how to improve your negotiating skills with a clearer understanding of highly effective communication techniques. You will better understand the ins and outs of negotiation, and develop effective strategies, tactics and counter-measures for manipulative opponents. The course uses experiential methods allowing you apply what you have learned and practice your new skills in a variety of methodologies. These include role plays, case studies, personal skill analysis questionnaires, games and trainer-led discussions.

At the end of this course, you will be able to:

- Explain the real purpose of constructive negotiation leading to win-win
- Develop the emotional, logical and ethical components of a win-win negotiator
- Distinguish between "positional" and "principled" negotiating
- Plan and structure a win-win negotiation event
- Assess personal negotiating motivation and aptitudes
- Use communication skills critical to successful negotiating
- Handle conflict situations as they arise during negotiation events
- Identify and expand upon your personal style of managing conflict
- Apply a 5-step process in managing and resolving conflicts
- Close negotiations more professionally

COURSE TOPICS

Concept and Principles

- Definitions
- Essential elements
- Principled positional negotiation

Communication Skills Essential to Effective Negotiating

- Questioning
- Active listening
- Perception checks
- Assertive communication
- Initiating proposals
- Interrupting and differing





COURSE TOPICS - CONTINUED

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The Basics of Negotiation

- Winning and losing situations
- Negotiation techniques
- Approach to negotiation
- Force field analysis

Negotiation Process

- Preparation and planning the negotiation
- Discussing the problem
- Proposing solutions
- Negotiating a compromise
- Finalizing an agreement

Team Negotiating

- Do's and don'ts in teams

Desirable Characteristics in Skilled Negotiators

- Traits needed for success in your area
- Negotiating motivation

Strategy and Tactics

- Hard and soft strategies and tactics
- Counter strategies and tactics
- Practice cases

Conflict Management

- What constitutes conflict and being comfortable with it
- Identifying your personal conflict management style
- 5 methods of managing conflict
- 5 key action steps in conflict resolution

AUDIENCE & GROUP SIZE

Who Should Attend?

Powerful Negotiation Skills course is for anyone who wants to improve their ability to influence outcomes, advocate for themselves, and navigate workplace or life situations more effectively.

At Dave Jones Consultants, class sizes are kept small for a more in-depth learning experience customized for the participants. This instructor-led, in-person/remote courses delivered by **Dave Jones** will ensure participants receive hands-on training with real-life applications.

COURSE MATERIALS

Each participant is provided a workbook with reference materials. Each participant also creates additional materials, personalized to his or her own workplace situation. The combination of these two elements creates a manual that is used throughout the year. A Certificate of Achievement for this course is available to all participants upon completion.

COURSE LENGTH

Powerful Negotiation Skills is a 2-Day course.