

Negotiating for Success

PM08.20

This course teaches students the basics of negotiations. Students will learn how to identify objectives and variables, establish negotiation requirements, research the other party, determine concessions, formulate a plan for agreement, and determine the logistics of a negotiation. Students will also learn how to gain control in a negotiation, use various negotiation tactics, and bring a negotiation to successful closure.

Prerequisites

None

Learning Objectives

At the end of this class, participants will be able to:

- Understand the basics of negotiation
- Describe various approaches to negotiating
- Establish the requirements for the negotiation
- Follow a four step negotiation process
- Overcome common negotiation challenges

Who Should Attend

- Personnel who have responsibility for negotiating contracts and terms
- Professionals that negotiate with colleagues and managers within organizations
- Project and program managers that negotiate with vendors for products and services

Course Outline

- Basics of negotiation
- Understand your negotiation approach
- Establish your requirements
- The negotiation process
 - Prepare
 - Exchange information
 - Bargain
 - Close
- Challenges

The class contains numerous exercises that are worked on throughout the course. This includes a role-play negotiating session to apply techniques learned during the class.

Class Length

- One Day (4 PDUs - 0 Technical / 6 Leadership / 2 Strategic)