



TWO DAYS INTERACTIVE WORKSHOP

NEGOTIATING & DEAL MAKING SKILLS

INTRODUCTION

Everybody negotiates. Everybody can learn to negotiate better, more effectively with better outcomes for themselves and if possible for their opponents as well a 'win-win' outcomes. This is importance because both parties (and all parties involved and affected) must live with the outcomes. These outcomes can be the form of formal/informal agreements accompanied by the feelings a goodwill, trust, integrity, and fair play that may make or break these agreements as they are rolled out. With this in mind, this workshop is designed to provide a structure against which participants would be able to rate their effectiveness, practice appropriate skills, receive immediate feedback on their impact and lastly, plan some changes in their approach to and style of negotiating & deal-making for gain and influence for changes to ensure they do indeed become more effective negotiators and deal-makers.

METHODOLOGY

This will be a highly participative workshop where learning new approaches and sharpening negotiating skills are mainly by action learning through role plays. This will be supplemented by appropriate lecture/discussion, personal feedback sessions and video films. Concepts and theories will be culled from life experiences in negotiating and from the role plays. Participants will find that they benefit as much from the workshop as they get involved. Each participant will have to announce one/two personal idea or approach to improve their approach/style in negotiating or deal-making. The major case role play could be an in-house case or a pre-written generic case with the former preferred but taking some time to write up

WHO SHOULD ATTEND?

Sales, Marketing & Purchasing staff primarily (others can and should attend too) who needs to negotiate as part of their work role or to influence others to get ideas across and to get things or deals done

DURATION

2 days.

OBJECTIVES

With a highly participative approach, at the close of the Workshop, participants will be able to:

1. Explain an integrated Model for Negotiation and Influence and relate it to their own experiences
2. Plan better, strategies and carry out negotiations with more confidence.
3. Diagnose their own and other people's impact in various negotiating & deal making situations.
4. Gain additional negotiating & deal making skills and upgrade their current skills through five practice sessions: individually and in teams.
5. Describe the characteristics and dynamics of different negotiating situations (from experience-sharing) and how to deal with them effectively.
6. Appreciate and begin to act on feedback of their negotiating & deal-making behavior
7. Plan some personal changes to improve their approach to and style of negotiating/influencing

PROGRAM OUTLINE

Own Rating as a Negotiator

Integrated Model for Negotiations and Influence

Preparing to negotiate and to make a deal: planning & strategizing

Practice Sessions with feedback : 5 Case Role Plays

Strategy, Tactics and counter-measures – 8 demonstrations

Handling difficult situations: eg. Impasse, Deadlocks...etc

Own Rating as a Negotiator

Deal-making skills: what to watch out for

Use of EQ and reading Body Language in negotiations & deal-making

Sharing of Negotiations & Deal-making incidents at work: insights gained

Planning for personal improvement: first steps