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Negotiation skills:

Negotiate your way to success

A good negotiator achieves the best possible long and short term outcomes. This course builds the skills you need to negotiate the result you desire.

Issues in negotiation

- What is negotiation?
- Difficulties of negotiation at work

Taking a win/win approach

- Win/win and other approaches to negotiation
- The consequences of each approach

Preparing for negotiation

- Researching the negotiation
- Enlarging the options
- Building your fallback position
- Planning your tactics
- Steps in the process and why they matter
- Practice preparing for a negotiation

Key principles for handling the negotiation

- Understanding the role of the people issues
- How to find out what is really going on
- How to avoid giving away too much
- Practice of these principles

Other helpful tips

- Handling difficult people
- Putting and receiving proposals
- What to do when you get 'stuck'
- How to handle the most common negotiation tactics
- Practice