

Course Outline

“think
learn?
succeed”

“smart training for clever people”

Confident Negotiation

1 Day

Successful people know how to negotiate. They use their skills to influence colleagues and clients, persuade others to take ideas on board, and negotiate agreements. In this session you'll learn the secrets of great negotiators. Learn to prepare your influencing strategy and steer negotiations towards productive end points.

What you'll learn to do in this course

You'll come out of this session with powerful tools for negotiating in professional contexts. We'll bring theory to life and tell you how to succeed. A range of practical tips will be presented to you. You'll talk through examples and enjoy practical exercises. At the end of the course, you should be able to:

- Identify when to use influencing skills and when to use negotiation skills
- Prepare your negotiation strategy
- Choose appropriate tactics during the 'live' phase of negotiation
- Handle power games and dirty tactics assertively

Topics you'll cover

- What's the difference between influence and negotiation?
- Key phases of negotiation
- Planning your negotiation strategy
- Responding to dirty tactics

What others have said about the course...

'Excellent course. Provided so much practical information in such a short time'

Mary-Anne. Heart Foundation 2013

'Very, very informative and practical, easy to follow concepts and I feel more confident'

Maria. Autism Spectrum 2013

'Well put together presentation which utilised real life examples to illuminate the concepts'

Casey. University of Western Sydney College 2015

'Was practical and directly applicable to my workplace. Gained several skills to enhance my performance at work'

Nicole. Woollahra Council 2013



Book your training NOW

Call Eleanor Shakiba on 0433 126 841

Download course information at www.thinklearnsucceed.com.au