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Negotiation Skills - Workshop Specification

The Needs

In many aspects of our business lives we negotiate. Sometimes we realise that we are negotiating, and treat the discussion as such (negotiating terms & conditions of a deal, negotiation a pay rise or promotion). In many other cases we may not even acknowledge to ourselves that the meeting we are conducting is in fact a negotiation (sign off on a project milestone, allocating new areas of work to a sub-ordinate, agreeing what to have for dinner or what to watch on TV).

The time we spend in conscious or unconscious negotiation may account for around 5 - 10% of our working lives. The level of success we achieve in those negotiations has a far greater impact on the rest of our working time:

- A poor outcome on a negotiation regarding the scope and timescales for your next project might mean you are doomed to fail before you have even started. The reverse may also be true.
- A favourable negotiation during your appraisal may lead to positive career outcomes, or again the reverse may apply.
- The outcome of a pricing negotiation may be the difference between a profitable or non-profitable year

For most of us, our performance in negotiation will have an impact on our outcomes out of all proportion to the amount of time spent negotiating - either positive or negative.

The Workshop

The Negotiation Skills Workshop is aimed at business people who will benefit from achieving better results from negotiation, for the investment of one day in learning and practising techniques and refreshing their skills. It is not aimed at profes-

sional negotiators who are trying to achieve peace in the Middle East or bring an end to the Cold War (although sometimes you wonder whether they have grasped some of the basics!)

Key concepts covered include:

Win/Win Outcomes	Preparation	Value/Cost equation
Bidding Strategy	Limits	When to walk away
Integrity of Negotiation	Authority	Retaining relationships

Workshop Overview:



The day includes 3 exercises in negotiation, interspersed with sessions of theory and practical tips. Each exercise includes time for preparation and feedback and review in order to consolidate learning outcomes. The final exercise can be customised to the requirements of the client.

Format

The workshop is run as a one day event in-house, for up to 12 participants. From time to time public events will be held where individuals from various organisations can attend.

Costs

The in-house event is \$8,250 plus GST and includes all handouts and materials. The client will provide the venue. The public workshop is \$950 including all hand-outs, materials, refreshments and venue costs.