

# Negotiating in English I

(Fundamentals)



## COURSE CONTENT:

### Principles to become a good negotiator

- Basics and definition of negotiation
- Why it pays to be able to negotiate skillfully
- In which situations negotiation does not make sense
- Strategic approaches of different negotiation styles and their flexible use

### Good preparation

- Questions and tools for planning and preparing a negotiation
- Alternative courses of action (BATNA) when no agreement is
- Expanding the scope with additional options and possible solutions

### Communication in negotiations

- How to steer the negotiation and explore the interests of the negotiating partner through specific questioning techniques
- Active listening to better understand the motives and concerns of the other party
- The importance of body language, confidence and personal presence

### Tactics and techniques

- Phases and activities
- Techniques and tactics to convince the other side
- Practical implementation of the Harvard concept for fair and efficient negotiation

Maximum group size: 12 participants

Duration: 2 days

Dates:

20.03. - 21.03.24 (9.00 – 17.00h)

12.09. - 13.09.24 (9.00 – 17.00h)

Price: 880,00€

### **BENEFITS TO YOU:**

- *You will learn a set of key negotiation techniques that you can use in many situations and apply them with confidence.*
- *You will learn the importance of proper preparation in strengthening your negotiating position.*
- *You will put your negotiating skills to the test and receive valuable feedback.*

### **METHODS**

*Interactive workshop with trainer input, group and pair work, role exercises, video analysis, group discussions and case analyses*

### **TARGET GROUP**

*Ideal for newcomers and people with little professional negotiation experience or who have never received real training!*