

# English for Negotiators

## COURSE CONTENT:

The four main phases of negotiations:  
**Preparation, Information, Bargaining, Close.**

### For the preparation phase:

- Learn key vocabulary and concepts for negotiations
- Train small talk & introductions
- Understand agenda English

### For the information phase:

- Learn how to get the negotiation off to a good start
- Train various questioning techniques
- Understand how to 'listen actively' properly

### For the bargaining phase:

- Learn how to react to, deal with and resolve difficulties
- Train discussion techniques for negotiators
- Understand how to reframe situations to resolve sticking points

### For the closing phase:

- Learn how to bring a negotiation to an end whether it is positive or negative
- Train summarizing and giving feedback techniques
- Understand how different cultures (US/UK/CHINA) approach negotiations

Maximum group size: 12

Duration: 3x0,5 days

Dates:

27.01. (9.00 – 13.00)

01.02. (9.00 – 13.00)

10.02. (9.00 – 13.00)

Price: 660,00€

Trainer: David Preston



### **BENEFITS TO YOU:**

- *You are well-prepared for the world of negotiations in English*
- *You practice the use of soft skills needed for negotiations.*
- *You can now better understand and deal with cross-cultural situations.*
- *You reduce your nervousness and are more confident in speaking 'negotiation' English.*
- *You are ready to grow your international negotiation skills with Hawkins Consulting Negotiation courses.*

### **TARGET GROUP**

- Minimum level of English: B1

### **METHODS**

*There is plenty of time to learn, practice and improve. The highlight is conducting a short and simple negotiation in the last session.*

*We take a 'learning by doing' approach with short inputs from the trainer and practical exercises and personal feedback in a safe environment.*