

Negotiation Skills Training

Effective negotiation skills are necessary to create win-win outcomes. It's important to respect both parties' interests, bottom lines as well as preserve the relationship during negotiations. This course educates participants on the process, how to prepare and techniques to use to achieve the best possible result.

Group classes in NYC and on-site training is available for this course.

For more information, email nyc@careercenters.com or visit: careercenters.com/courses/negotiation-skills-training



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Course Outline

I. The negotiation process according to the Harvard Principles is presented

II. There are key skills needed to be a successful negotiator. What are these skills and how can they be developed?

III. A negotiation style assessment is completed to uncover personal tendencies in negotiation and gain awareness of other styles to use

IV. Focus on the phases of the negotiation process

- Preparation
- Discussion
- Proposal
- Bargaining
- Evaluation

V. The role of body language in negotiations

VI. Practice case study