

NEGOTIATION SKILLS

27th May 10 Glyndŵr University £195 exc. VAT

DURATION: 1 Day

OVERVIEW:

The need to negotiate is a constant inside and outside of work. Once acquired you will wonder how you were able to function effectively without this skills. Putting your case forward, defusing a potentially explosive situation, having a plan of action you can apply when you need to negotiate. Feeling comfortable with negotiating effectively will save you time, money and gain respect from others by being able to clarify any situation as a win win.

WHO WILL BENEFIT:

Middle managers, team leaders and project leaders.

COURSE OBJECTIVES:

- The need for Negotiation – exploring the areas that are most important for your business.
- Understanding Negotiation
- Preparing to Negotiate
- Negotiating a deal
- Troubleshooting through Negotiation
- Your attitude to Negotiation
- Check list for Negotiation
- The benefits of Negotiation

KEY OUTCOMES:

- A better understanding of Negotiation skills.
- A plan of action for Negotiation within your role and responsibility
- Templates and check lists to support your success following the workshop.
- The opportunity to gain follow up training over the phone to ensure correct application of the skills and ensuring they are embedded within your daily routine.
- An understanding of the do's and don'ts of Negotiation.
- Knowing when to Negotiate.

COURSE CONTENT:

Interactive workshop, where there is a focus on learning and practice. Therefore there is a mix of media used to enable the learner, along with notes to take away for later reference.

TRAINER PROFILE:

Helen Smith

Helen holds a BSc, MBA and is an accredited Coach, NLP Practitioner and a trained Facilitator.

Specialising in unique marketing solutions, business development and innovative programmes to assist team building and learning.

SMEs in Wales could be eligible for up to 50% subsidy of the total course fee for a graduate-level delegate. For more information on this and other funding opportunities, contact us on 01978 293491 or at solutions@glyndwr.ac.uk

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