



Negotiation

Aim

The focus of this workshop is to provide the group with a planning process to target the correct strategies and techniques for a given situation.

Agenda

Session 1

- Background – what is negotiation, the process and the roles?
- Preparing for negotiation
- Defining the objective(s), clarifying issues, gathering information
- Mapping a time schedule and picking the negotiating team
- Establishing the framework
- Knowing the stages and the tasks undertaken in each stage

Session 2

- Working with the plan
- Clarifying roles necessary for the situation
- Using the best communicators for the situation
- Developing the strategies and tactics
- Ensuring the preparation equips the player of the negotiation
- Preparing for potential conflict
- Maintaining the client relationship
- The final stage – action plans and documentation

Resources

- Training manual

Length

2 Day Workshop

Location

First Floor, 186 Hutt Street,
Adelaide SA, 5000

Or in-house For Staff Development

Pre-requisites

None

Class Sizes

8 – 12 per class

Trainers

Catherine Logue
Alan Logue

Dates

By Appointment



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