

Negotiating

1 day

Description

This ILT Series course teaches students the basics of negotiations. Students will learn how to identify objectives and variables, establish negotiation requirements, research the other party, determine concessions, formulate a plan for agreement, and determine the logistics of a negotiation. Course activities also cover the guidelines for conducting a successful negotiation and facilitating communication, questions a person should ask and appropriate responses, and situations that require a specific negotiation style. Students will also learn how to gain control in a negotiation, use various negotiation tactics, and deal with unethical negotiation tactics.

Prerequisites

- *None*

Course Outline

Unit 1: Establishing your terms of agreement

Topic A: Process of identifying objectives

Topic B: Process of establishing requirements

Unit 2: Researching the other party

Topic A: Gathering information about the other party

Topic B: Estimating the other party's requirements

Unit 3: Preparing for an agreement

Topic A: Determining concessions

Topic B: Fundamentals of Logistics

Unit 4: Conducting a negotiation

Topic A: Understanding the negotiation process

Topic B: Communicating during a negotiation

Topic B: Challenging negotiation situations

Unit 5: Advanced negotiating tactics

Topic A: Control in negotiations

Topic B: Negotiation tactics

Topic B: Negotiation ethics