

## **Effective Negotiation Skills**

This program will provide a systematic framework that allows participants to confidently manage the negotiation skills that will markedly assist job performance and enhance personal negotiation skills.

### **Key topics can be:**

The nature of negotiation-opportunities and danger

Preparation of negotiation

Understanding what drives the other party

BATNA – **B**est **A**lternative **T**o **N**egotiated **A**greement

Planning effective counter-tactics

Managing emotional atmosphere

Breaking negotiation deadlocks

How to write the agreement

Creating commitment to implementation

### **Designed for:**

Managers, supervisors and professionals from large and small organizations whose work requires them to negotiate with and influence others.