



ADVANCED NEGOTIATION SKILLS

MASTER WIN-WIN NEGOTIATIONS THROUGH PERSONAL IMPACT

This workshop is designed based on the negotiation trainings I have conducted over the last 10 years in various organizations, and my own experience in business negotiations. Covering rapidly all negotiation tools and models that are helpful in a business-to-business setting, we will review the main functional skills of negotiation. There will however be extra focus on personal influencing skills, helping you to influence the other party in a negotiation while building and maintaining good relationships and trust.

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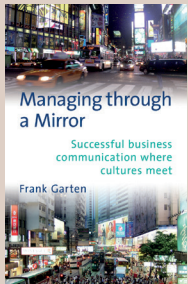
WAY OF WORKING

The workshop is highly interactive. Participants are expected to bring their own real-life negotiation experiences to the workshop and prepare with one specific case that will be used for experimenting in the workshop. We will use video recording for personal feedback purposes. Special attention at the end of the program will be given to transfer of the skills back to participants' work environments. This two-day workshop is provided in-company to groups of max. 16 participants. In-company tariff for the workshop is € 4.395*.

This fee includes:

- Full workshop
- Pre-work (assignments and pre-reading)
- End-of-workshop assessment of gained insights
- Optional: book "In business as in life, you don't get what you deserve, you get what you negotiate"
- A reading which contains all tools and models, and practical examples of their application
- 20-min one-to-one Skype consultation for each participant after the course

** Tariff is excl. BTW and excl. conference package*



TARGET GROUP

This workshop is for business professionals (project leaders, engineers, technical specialists, marketing- and sales managers and general managers) who participate in or are responsible for complex negotiations with internal and external parties. They have some experience in negotiations and want to deepen their skills and personal influence in complex negotiation settings.

CONTENT

In a rapid flow we will review the basics of negotiation and focus on win-win negotiation objectives. Several practical exercises will be included, and there will be sufficient room for sharing and learning from personal experiences of participants. A model on influencing skills will be introduced and practiced: this will guide as a feedback mechanism for participants once they conduct some real-life negotiations. There will be continuous focus on personal communication- and influencing skills.



TOPICS TO BE COVERED

- Essentials of win-win negotiations
- Principle setting, range of possible agreement, BATNA
- Personal influencing skills: the I, YOU, WE model and the 4 levels of communication
- Increasing your personal impact through verbal- and non-verbal techniques
- Preparation of a complex negotiation based on standard template
- Mandate, internal negotiations, crossing your mandate
- Communication and influencing tactics to deal with moments of disagreement and conflict
- Compromising, wish list, breaks, walk-away point during the negotiation
- Closure skills: finalizing agreements, contract preparation
- Tactics: the dirty tricks of negotiation, counter tactics

And more...



**Frank
Garten**

Frank Garten is a Netherlands-based business speaker, facilitator and trainer, specialized in 'clear conversations at work'. He has a specific expertise in communication and cooperation with people from different cultures. Frank is author of 3 books and provides lectures, public speaking and workshops across the globe. His workshops are full of practical tips that can be applied tomorrow when back at work. Frank has many years of experience as project manager, commercial manager and general manager in international businesses. With a PhD in Physics he can quickly connect to the work context of technical specialists, as well as senior management. With an open and enthusiastic style, he confronts people and supports them to increase their impact.