



Who should attend
Suitable for all employees

Duration
1 Day

Advanced Negotiating & Influencing Skills

Purpose of the workshop

Successful negotiation and influencing skills are becoming more and more important in the workplace, whether you are a top line manager or a new supervisor. The skills of negotiating and influencing are used in sales meetings, team meetings, driving through changes, in fact in most meetings there will be an element of negotiating and influencing taking place. This workshop gives a structured methodology and a range of skills and techniques for simple or high level negotiations. Participants gain a range of strategies to adopt in any given negotiation situation and will learn to influence with integrity.

Outcomes

- The concept of negotiating
- How to effectively negotiate in a 'Win-Win' situation
- The differences between negotiating and influencing
- The different styles used in negotiating and influencing
- Identify behaviours, their effects and the situations in which they are most relevant and powerful
- The negotiation process, and how to use each step as a means to a successful outcome
- The concept of power in a negotiation.
- The importance of effective communication in influencing and negotiating
- Recognising and turning around strategies and behaviours being used against you
- Achieving results through influencing with integrity

