NEGOTIATING

Available Dates: **Request Dates**
Class Length: **1 day**
Cost: **Call for Pricing**
Email Computer Visions about this class

Class Outline:

Description:

This 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.

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