

# Negotiate Like a Pro - 1 Day

**Course Description:** This one-day course will teach participants techniques for creating and achieving what they desire in negotiations. This course is designed for normal negotiations which go on between supplier, vendor, and customer. Participants will examine options for creating win-win situations, for handling the hard nose negotiator, and for reducing the possibility of being taken advantage of by opponents. This course is not designed to deal with labor or hostage issues.

## Course Objectives:

### Objective 1: Analyze the benefits of negotiations

- Examine killer mistakes
- Evaluate three ways of bargaining

### Objective 2: Discuss the three views of preparation

- Identify techniques for personal preparation
- Assess preparation techniques to counter your opponent
- Design and arrange the first session
- Review how and why to set parameters

### Objective 3: Classify techniques for handling emotionally charged issues

- Identify standard negotiation funneling practices
- Design questions that benefit your position
- Discuss words to use in the questions for greater impact
- Analyze barriers to overcome during negotiations

### Objective 4: Identify guidelines for examining opponents

- Evaluate research techniques for checking out the opponent
- Examine ways to overcome price objections

### Objective 5: Discuss the benefits of reinforcing price before negotiations

- Analyze standard negotiation strategies
- Identify techniques to use to follow up after the deal is made