



*People in Progress,
Making a Difference*

Gaining Agreement Through Influence

When we find ourselves with the need to “negotiate” an understanding or agreement with another party, we often begin to experience feelings of anxiety or stress. As it happens, much of this reaction is borne from our past experience ... those times when we’ve been involved in a particularly difficult negotiation where one party dominates or where there is a feeling that makes influencing challenging and confrontational.

Negotiating doesn’t have to be this way! By preparing yourself mentally and strategically for a negotiation ... and by effectively utilizing your influencing skills ... it is absolutely possible for you to efficiently achieve mutually satisfying agreements between parties. You will learn to do so in a manner that not only respects the individuals and parties involved ... it actually furthers and extends relationships!

Content Overview

- Effective Negotiating Process For Preparation
 - ▶ Focusing On The Relationship
 - ▶ Analyzing The Needs
 - ▶ Creating Potential Solutions
 - ▶ Knowing When to End
- The Face-To-Face Meeting
 - ▶ Creating a Collaborative Environment
 - ▶ Maintaining A Positive Negotiating Climate
 - ▶ Ending on a Positive Note

Program Details

Session Length: 2 days

Number Of Participants: 10 - 12

Outcomes

Participants will learn how to:

- Develop a “win-win” negotiating outlook and approach
- Efficiently prepare yourself for any type of negotiation
- Maintain a positive outlook and negotiating climate
- Utilize listening and questioning strategies to assess needs
- Create and confidently communicate potential solutions
- Effectively handle conflict and confrontation during negotiations
- Appropriately end negotiations and action next steps