



Negotiation Skills

Course fee: only £495 + VAT for up to 12 delegates

This session is designed for people who are in a position to negotiate as negotiation is used in more and more situations in the business environment. Negotiation is a daily requirement, how it is done is another matter. There are seen to be two types of negotiator: the Soft negotiator who tend to give in easily and make concession in order to avoid conflict and the Hard negotiator who looks upon negotiation as a contest and will often argue over position rather than an interest. However, a third type of negotiator is the knowledgeable and the skilled negotiator.

Who should attend?

Anyone who is in a position that allows them to negotiate no matter how small the business area they are working in.

Course topics:

- The importance of competent negotiation
- How to plan your negotiation
- Setting your objectives
- How to handle objections
- What is tangible and intangible information and how to deal with it
- Personal power and how to increase it
- How to structure a negotiation
- Negotiating tactics; recognising them and how to deal with them
- Verbal and Non verbal communication
- Common mistakes and how to avoid them

In this training seminar you will have the opportunity to learn and practice key business to business negotiating skills in a safe and friendly environment. You will actively participate in a number of development exercises aimed at honing your existing and newly acquired negotiation skills, effectively increasing your proficiency as a skilled negotiator.

Half day course

Available in conjunction with half day influencing skills as a full day course for £595 + VAT

*Manatec Limited, Drawing Court, Gilbey Road, Grimsby, DN31 2TN,
Tel 01472 344144 Fax 01472 343100 Company Registered in England No. 2561964*

