

Negotiation skills

Durée: 1 Jour Réf de cours: GNS100E

Résumé:

Whether you are asking for resources, negotiating with a customer, or dealing with conflict, being a skilled negotiator makes you more effective. In this active, participatory course, you will practice the skills of negotiation and receive feedback to help you improve your performance.

You will learn about the types of negotiation and different styles that you can use during negotiations. You will learn to determine your individual negotiation style and how to adapt to situations for more successful negotiations. You'll also gain an understanding of competitive and collaborative negotiation and learn how to recognize each.

Public visé:

Anyone involved in negotiations with internal or external customers

Objectifs pédagogiques:

■ What You'll Learn:

■ The negotiation process



■ How you react to conflict



■ Characteristics of key negotiation styles



■ How to successfully negotiate

Pré-requis:



Après cette formation, nous vous conseillons le(s) module(s) suivant(s):

■ Communicating for Clarity

■ Leading EDGE Selling

■ Building Strategic Partnerships

Contenu:

1. Introduction to Negotiation

■ What is negotiation?

- Negotiation factors
- BATNA
- The Negotiation Process
- Natural tendencies
- Tactics used in negotiation
- Positions versus interests
- Power behaviours
- Finding common interests
- Strategies to develop trust
- Situational analysis
- Developing your strategy
- The art of dialogue
- Asking effective questions
- Personal Learning Plan

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2. Natural Tendencies in Negotiation

■ Competitive negotiations

- Negotiation factors
- BATNA

3. Competitive versus Collaborative Negotiation

■ Two styles of negotiation

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5. Conducting your Negotiation

■ The importance of listening

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6. Action Planning and Next Steps

■ Your Negotiation Worksheet

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4. Preparing to Negotiate

- The Negotiation Planning Worksheet

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Autres moyens pédagogiques et de suivi:

- Compétence du formateur : Les experts qui animent la formation sont des spécialistes des matières abordées et ont au minimum cinq ans d'expérience d'animation. Nos équipes ont validé à la fois leurs connaissances techniques (certifications le cas échéant) ainsi que leur compétence pédagogique.
- Suivi d'exécution : Une feuille d'émargement par demi-journée de présence est signée par tous les participants et le formateur.
- En fin de formation, le participant est invité à s'auto-évaluer sur l'atteinte des objectifs énoncés, et à répondre à un questionnaire de satisfaction qui sera ensuite étudié par nos équipes pédagogiques en vue de maintenir et d'améliorer la qualité de nos prestations.

Délais d'inscription :

- Vous pouvez vous inscrire sur l'une de nos sessions planifiées en inter-entreprises jusqu'à 5 jours ouvrés avant le début de la formation sous réserve de disponibilité de places et de labs le cas échéant.
- Votre place sera confirmée à la réception d'un devis ou "booking form" signé. Vous recevrez ensuite la convocation et les modalités d'accès en présentiel ou distanciel.
- Attention, si cette formation est éligible au Compte Personnel de Formation, vous devrez respecter un délai minimum et non négociable fixé à 11 jours ouvrés avant le début de la session pour vous inscrire via moncompteformation.gouv.fr.

Accueil des bénéficiaires :

- En cas de handicap : plus d'info sur globalknowledge.fr/handicap
- Le Règlement intérieur est disponible sur globalknowledge.fr/reglement