



Basic Negotiation

8 hours

Training Description

This training will provide participants with training in the art and science of negotiations. Participants will learn the theory and practice of joint problem-solving and negotiation. The training is based on principles developed at the Harvard Negotiation Project and the bestsellers “Getting to Yes,” “Getting Past No”, and “Difficult Conversations”. This course is focused on negotiating techniques applicable to any business situation. Participants will learn that attention will be paid to specifics encountered specifically in negotiating procurement contracts and conducting supplier relationships in the realm of manufacturing. This course can be taught in a single 8-hour block or a pair of two 4-hour blocks. This training will be delivered in groups of 4-8 people in person or virtually. The training is a suggested precursor to the course- “Procurement Contract Negotiations—Nuts and Bolts”.

Training Objective

This training is designed to build your capacity to negotiate collaboratively, producing better outcomes for all parties while enhancing long-term working relationships. Participants will learn how to become a more effective negotiator, while also enhancing value to your organization. This course is geared towards management level and decision makers within the company to better understand how to work with both internal and external business partners.

Skill Attainment

This training will provide participants with the knowledge and skills necessary to become a more valued team member in their organization as it relates to negotiation. The skills learned will include:

- Key negotiation techniques of the Harvard Program on Negotiation
- Negotiation techniques that will help increase value
- How to negotiate lasting and sustainable (win-win) deals
- Become aware of common pitfalls in the negotiation process
- How to better prepare for a negotiation

Training Content

Participants will learn the how-to’s of preparing and managing the negotiation process, including:

- Evaluating and developing a BATNA (Best Alternative to a Negotiated Agreement)
- Interest based vs positional based negotiation
- Managing the negotiation process. How to be proactive (prepare) vs reactive (winging it)
- Techniques for creating more value by expanding the pie vs fixed pie
- Tools for establishing more sustainable agreements and deals
- How to set up deals and agreements the create value for all parties
- Dealing with difficult tactics
- Active listening skills
- Negotiation ethics
- Examples of specifics applicable to negotiating procurement contracts.