

Negotiation Skills

Negotiating effectively requires the ability to moving away from conflict and toward collaboration. During this course participants will acquire a proven framework for preparing for and conducting successful negotiations, applying the behaviors of superior negotiators.

The participants will have a full understanding of the “best practices” of negotiating and also work on assessing and broadening their negotiation style, as well as using and responding to commonly used negotiation tactics.

Course Outline

- Introduction
- The Negotiation Process
- The Negotiation Team

Who Should Attend

Middle to high level staff such as:

- Contract negotiators
- Sales managers
- Buyers
- Account Executives
- Sales professionals

Prerequisites

The candidate must have completed or be in the process of completing a high school or secondary school diploma or similar educational standards.

Approvals & Accreditation

- Ministry of Labour, Kingdom of Bahrain
- HABC
- ILM

Course Duration

The standard duration of this course is 12 contact hours.

Learning outcomes

Upon the completion of this Course, the learner will be able to:

- Understand the relationship between conflict and negotiation
- Identify the key roles and responsibilities required by the negotiation team
- Implement an effective negotiation process

Training methods

- Interactive facilitator lead learning
- Class activities
- Group discussions
- Case studies
- Practical sessions
- Question and answer sessions
- E-learning
- Role-plays
- Self-assessment tools

For more information please feel free to contact:

Invita Training Center | P.O. Box 1197 | Manama | Kingdom of Bahrain
Tel: +973 17 506000 | Fax: +973 15 500202 | info@invita.com.bh