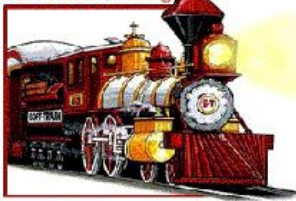


Soft-Train



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Technology Works*

How to Become a Better Negotiator (1 Day) ST00092

COURSE GOAL: Learn how to negotiate effectively and create win-win situations.

PREREQUISITES: None

LEARNING OBJECTIVES:

Upon completion of this course the student will be able to:

- Create win-win situations when negotiating with others.
- Recognize your own communication style and learn how to adapt to others' communication styles.
- Utilize reflective listening when negotiating with others.
- Manage conflict and bring about win-win solutions.
- Avoid common pitfalls in negotiation and work around the ploys of the other side.
- Find creative alternatives and establish a reserve price in negotiations.

KEY TOPICS:

I. "Powerfully" Negotiate Is The Key Factor To Getting What You Want:

- A. Win -Lose
- B. Win - Win
- C. Three Indispensable Concepts
- D. Alternatives

II. Conflicts Shall Arise: What to Do?

- A. Communication Styles
- B. Listening as a Primary Negotiating Skill
- C. Managing Conflict
- D. The Importance of Assertiveness

III. Get Ready Set Go!

- A. Prepare to negotiate
- B. Know the Final Objective
- C. Doing the Deal
- D. Common Pitfalls