Effective Negotiations in the Workplace

Course description:
High-performing managers negotiate everyday—with colleagues, among teams, with other departments, and even with other companies and external stakeholders. While the positions and parties may vary, the outcomes often dictate team and organizational success. Good negotiation skills and outcomes are essential to getting things done, achieving mutually positive results and building high value relationships.

In this program, you'll learn the specific steps of the negotiation process. Through interactive role-playing, case scenarios, peer discussion, and review of proven business negotiating strategies, this program will help you think through challenging situations and trade-offs to become a more effective negotiator.

Who should attend:
Mid- to Senior-level managers and project managers who negotiate regularly with internal teams and departments, external stakeholders, companies, or suppliers.

How you will benefit:
- Learn the different types of negotiation
- Prepare for negotiating with different stakeholders
- Understand the BATNA approach and how to use it
- Deflect “dirty tricks” used in negotiations
- See when and how to separate people from the problem
- Find common interests to move beyond stated positions and create outcomes that strengthen relationships

“EXCELLENT COURSE FOR ANYONE THAT NEEDS TO NEGOTIATE AS PART OF THEIR JOB. GIVES YOU A GREAT FEEL ON THE THOUGHT PROCESS NEEDED TO BE EFFECTIVE IN THIS AREA.”

BILL KETTERING, CFO, DIESEL FORWARD

uwcped.org  800-292-8964
DAY 1: THE NEGOTIATION PROCESS
7:30 A.M.-8:15 A.M. (Check-in) | 8:15 A.M.-5:00 P.M.
• Discover the process and skills of mutual gains negotiation
• Prepare for open and honest negotiation discussions
• Learn how to negotiate “interests” rather than “positions”

DAY 2: PERSONAL INFLUENCES IN THE NEGOTIATION PROCESS
8:15 A.M.-3:15 P.M.
• Learn how to separate the people from the problem
• Understand your perceptions and emotions to avoid getting “triggered”
• Learn to intelligently “give and take” during the negotiation process
• Discover how to deal effectively with people who don’t play fair

LEARN MORE AND REGISTER
uwcped.org
Programs delivered by the Center for Advanced Studies in Business, an affiliate of the Wisconsin School of Business.