This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - Negotiating Skills

Course number: 088622 | **Software:** Microsoft Windows® | **Course length:** 0.5 day(s)

Course Description

Course Objective: You will perform the basic steps in a business negotiation.

Target Student: Business professionals who may or may not be in a supervisory position and want to learn negotiating skills.

Prerequisites: There are no prerequisite skills for this course, however, you might be interested in the following related courses: Communication Skills, Business Presentations, and Business Writing: From Email to Proposals.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Hardware Requirements
- Pentium 90 MHz or higher processor, or Macintosh PowerPC.
- Screen resolution of 800 x 600 set to 256 colors.

Software Requirements
- Windows® 95, Windows® 98, Windows® 2000, Windows® ME, Windows® NT 4.0, Windows® XP Home Edition, or Windows® XP Professional.
- Microsoft Internet Explorer 5.0x, 5.5, 6.0; or Netscape Navigator (excluding 6.0 and 6.1).
- Adobe Acrobat Reader 6.0 or higher; Apple QuickTime 5.0 or higher; Macromedia Flash Player 6.0.79 or higher; or Macromedia Shockwave 7.0.2, 8.0, 8.5, 8.5.1 or higher.
- Turn off pop-up blocking (Windows XP with Service Pack 2 Internet Explorer users only).

Performance-Based Objectives
Upon successful completion of this course, students will be able to:
- Prepare to negotiate in a business environment. • initiate negotiations and follow through on their results.
- Negotiate with your partner.
- Follow through on a completed business negotiation.
- Negotiate in unique business circumstances.

Course Content

Lesson 1: Preparing to Negotiate

Topic 1A: Establish a Successful Mindset
Topic 1B: Research the Other Party
Topic 1C: Determine the Value of the Item Being Negotiated
Topic 1D: Determine Where You'd Like Negotiations to Take Place
Topic 1E: Establish Your Best- and Worst-Acceptable Outcomes
Topic 1F: Research Your Best Alternative to a Negotiated Agreement (BATNA)

Lesson 2: Initiating Negotiation: Establishing the Ground Rules

Topic 2A: Establish Rapport
Topic 2B: Establish Your Status
Topic 2C: Choose the Communication Method for Negotiation
Topic 2D: Establish the Rules of Engagement
Topic 2E: Set a Timeline
Topic 2F: Establish How Negotiation Results Will Be Communicated and Implemented

Lesson 3: Negotiating

Topic 3A: Encourage the Other Party to Issue the First Proposal
Topic 3B: Make the First Proposal
Topic 3C: Counter the Offer or Proposal
Topic 3D: Accept an Offer or Abort Negotiations
Topic 3E: Work Through an Impasse

Lesson 4: Following Through

Topic 4A: Evaluate the Success of the Negotiation
Topic 4B: Follow Up on the Relationship

Lesson 5: Negotiating in Special Circumstances

Topic 5A: Cross-Cultural Negotiation
Topic 5B: Cross-Generational Negotiation
Topic 5C: Negotiation with Supervisors and Subordinates

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (http://www.collegeafricagroup.com)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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