Macrosoft

Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

Business training

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

205,00 €

PRICE INCL. VAT

252,15 €

including 23 % VAT

PDF SYLLABUS

Negotiation Skills I.

Clear overview of course topics, training scope and key information.

The Negotiation Skills I training is intended for everyone who is concerned whether they will succeed in negotiation, who fear manipulation or quickly succumb to stress, stage fright and pressure. Getting to know the other side can help them gain confidence and find a way to withstand pressure and manipulation. Every conversation with the intention of gaining something, as well as a conversation to which we are invited for unknown reasons, represents a more or less typical negotiation. We negotiate in our profession, in the family and in interest groups... The program is a suitable part of Negotiation Skills II training, therefore it is also suitable for managers, executives, marketing employees and salespeople, corporate negotiators, employees of state and public administration, and first-contact employees dealing with clients - the public.

COURSE CONTENT

01 **Negotiation**

Definition of the term Types of negotiation: Integrative, Distributive Negotiation styles Strengths and weaknesses of a negotiator Basic prerequisites for successful negotiation

02 **Preparation for Negotiation**

Negotiating parties Discussed topics Interests Motives and positions Setting goals: BATNA and ZOPA Resources and concessions Go-to partner Negotiation levers

03 **Structure of Personal Meetings**

Introduction Analytical phase Argumentation phase Decision-making phase Closing Record

04 **How to Argue Appropriately**

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05 **Managing Difficult Situations in Negotiation**

06 **Specifics of Online Meetings/Negotiation**

07 **Negotiation in a Group**

This document serves as an informational overview of the course syllabus. Current dates, venue and availability are listed at Macrosoft.sk.
https://www.macrosoft.sk/en/courses/negotiation-skills-i-getting-to-know-the-other-side-and-identifying-its-negotiation-approaches