

Effective Negotiation Skills

This is a two-day workshop that provides you with an interactive approach to negotiations. The skills you acquire will help you in your role as mediator and negotiator as well as in your day-to-day responsibilities. You will be encouraged to focus on interests rather than positions, so you can develop relationships of mutual trust, fairness and respect for one another. This is a common-sense approach based upon developing a balanced and lasting partnership to solve workplace problems. You will learn and practice effective communication skills, problem-solving and consensus building, with the intention of turning face to face confrontation into side by side problem solving.

How You will Benefit:

- Understand the benefits of good negotiating skills that take the interests of both parties into consideration.
- Have an increased ability to negotiate more effectively by turning face to face confrontation into side-by-side problem solving.
- Recognize that creating win-win solutions are the only sustainable solutions there are.
- Identify those techniques that will be most effective in stressful negotiation situations.
- Skills that take the interests of both parties into consideration.
- Have an increased ability to negotiate more effectively by turning face to face confrontation into side-by-side problem solving.
- Recognize that creating win-win solutions are the only sustainable solutions there are.
- Identify those techniques that will be most effective in stressful negotiation situations.

What You Will Cover:

- ▶ Mutual Gains Bargaining
- ▶ Basic Elements of Negotiation
- ▶ Criteria for Judging Negotiation Methods
- ▶ Conflict Resolution Methods
- ▶ Creating options
- ▶ Negotiation Essential
- ▶ Challenges to Negotiating
- ▶ Psychological traps
- ▶ Get People on Your Side
- ▶ Active Listening Techniques
- ▶ ...and more

San Diego, CA

LA, CA

What's Included?

- Instruction by an expert facilitator
- Small interactive classes
- Specialized manual and course materials
- Personalized certificate of completion

TIME: 9am – 4pm. FEES: \$450.00 per person, plus applicable taxes. *Prices and dates are subject to change.

Pre-Registration Form:

Yes Enroll me now

Participant Name *(Please Print)*

Position

Immediate Supervisor

Organization

Organization Address

ZIP _____ Telephone # _____

Fax _____ E-Mail _____

Be! Everywhere You Are!

6760 University Ave., Ste. 260

San Diego, CA, 92115

Office: (619) 446-6330

Cell: 619-520-3502 | Fax: (619) 446-6462

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