

The Negotiation Focus[®]

Reaching Win/Win Agreements

- ▶ **Want to be a master at getting what you want?**
- ▶ **Do you need to successfully resolve conflict?**
- ▶ **How do you prepare for difficult conversations?**

In today's complex and changing workplace, if we are not collaborating with other workgroups, teams, suppliers or customers, we are probably not positioned to be competitive.

Collaborating with others requires constant negotiations and renegotiations to ensure results are achieved. **The Negotiation Focus[™]** provides a model to conduct negotiations that lead to better agreements. Agreements that help you accomplish your objectives while building lasting relationships. Negotiation may take the form of a casual conversation to extend a deadline to a more structured meeting to work out more complex issues and agreements. In either case, successful negotiators use specific behaviors, tools and a process to get what they want.

PARTICIPANTS IN THE NEGOTIATION FOCUS[®]...

- ✓ **Assess** and receive feedback on yourself as a negotiator
- ✓ **Learn** a negotiation model and planning process to prepare and conduct effective negotiations
- ✓ **Practice** specific behaviors for negotiating effectively
- ✓ **Increase** success in managing difficult situations
- ✓ **Understand** tactical choices and approaches to reaching successful agreements
- ✓ **Apply** the process and skills to real business situations

FEATURES OF THE NEGOTIATION FOCUS[™] PROGRAM

- ▶ Flexible design: ½ day, 1 day, 2 day and webinar formats available
- ▶ Easy customization to link negotiation skills to the unique issues of your organization
- ▶ Focus on real business situations for instant application
- ▶ Prework, planning guides and learning aids
- ▶ Follow-up support and programs, use of Internet and intranet
- ▶ Trainer certification and one-on-one coaching available

WHO SHOULD ATTEND THE NEGOTIATION FOCUS[™] PROGRAM?

Managers, team leaders, project leaders, supervisors, customer service people, salespeople, IT professionals

- *anyone who needs to get things done through others.*



Learning that matters

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Creating High Caliber Leaders to
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