

NEGOTIATION

2-Day Red Sheet® Lite Training Workshop

This 2-day negotiation training course is based around the Red Sheet Lite and includes essential negotiation planning together with extensive practical training including a full role play. It provides winning approaches for everyday or one-on-one negotiation planning and helps those who attend to build the confidence and capability to negotiate with ease. The course takes delegates through the fundamentals of negotiation. It includes determining the requirements for a negotiation and developing a concession strategy. The different sources of power in negotiation are explored and delegates learn how to structure and plan for the negotiation meeting including setting target outcomes and planning the sequence of interactions needed to secure the required outcome.

This course will enable delegates to secure better outcomes from their negotiations, to be more in control of the negotiation process and have greater confidence along the way.

This course is highly practical and features extensive coverage of the tactics and techniques that can help in a negotiation as well as body language and verbal language. During these highly interactive sessions, delegates get to witness first hand some of the winning approaches and even try putting some into practice. The two days culminate in a simple team-based role play with immediate feedback. Delegates get to put what they have learned into practice in a safe environment.

This course is suitable for:

- ▶ Procurement professionals
- ▶ Sales professionals
- ▶ Internal negotiators
- ▶ Security professionals (kidnap and ransom)
- ▶ Anyone who wants to develop negotiation capability

You may also be interested in:

- ▶ **Red Sheet Online** – Good negotiation results come from effective planning and Red Sheet Online provides negotiators with the complete suite of supporting resources needed to achieve a winning negotiation every time. Red Sheet Online provides a vast library of downloadable resources, electronic and online Red Sheet (with the facility for colleagues in other locations to collaborate on), our full tactics library, culture guide and on-demand high quality video tuition modules using the latest streaming video technology. Red Sheet Online is a subscription-based online tool that provides your team with the complete and regularly updated set of negotiation resources and support tools. Available on an annual subscription basis with significant discounts if purchased with classroom training.
- ▶ **Individual psychometric assessment** – Evaluate your own negotiation style and obtain a full personalised report that illustrates your negotiation traits and how to adapt your behaviours for specific negotiations. Fully aligned with the Red Sheet methodology and available for individuals taking the course.
- ▶ **Negotiation for Procurement Professionals** by Jonathan O'Brien – Winner of the ACA-Bruel specially commended award in 2013 by the Association of Purchasing and Supply Chain (CESA) of HEC School of Management in Paris – a must for any procurement negotiators. Includes the Red Sheet methodology and written with the procurement professional in mind. The author is also available to lead some courses.
- ▶ **Red Sheet supplies** – A full range of Red Sheet supplies: Red Sheet posters, Red Sheet Lite desk pads, Red Sheet Nano note pads, and other Red Sheet merchandise – a range of accessories to show the other party you mean business!

We charge per event based on a maximum of 20 delegates. Our fees include trainers, travel time (within the EU or US), preparation, basic customization and standard course hand-outs but exclude venue and facilities hire, reasonable expenses and VAT/sales tax where applicable. Certain locations are subject to fees for additional travel time (although our global network of staff means we have most major locations covered). Unless otherwise agreed, all intellectual property used in training or in hand-outs remains the property of Positive Purchasing Ltd and is provided on the basis that it is for use by the delegate who attends the training event in the course of their work for the company who engages us. Unless otherwise agreed, no electronic versions of the training materials will be provided. Making copies of, transmitting or distribution of any Positive Purchasing training materials is strictly forbidden unless we have provided a license to do so. The client is responsible for the provision of the training venue, delegate invitations, logistics and any equipment (as per our specification available upon request). We will supply a summary of course evaluations and feedback post event. Our payment terms are strictly 30 days from receipt of invoice.

Course Content

- ▶ Introduction to negotiation and the different types of negotiation
- ▶ Match your negotiation approach to the situation, objectives and type of relationship required
- ▶ Planning the negotiation event using Red Sheet
- ▶ Engaging stakeholders
- ▶ Building a concession strategy
- ▶ Power balance and how to influence it
- ▶ Planning the negotiation event
- ▶ Managing the negotiation event
- ▶ Winning tactics for all stages of negotiation
- ▶ Body language – how to read your opponent, how not to give the game away
- ▶ Use of spoken language to influence outcomes
- ▶ Videos from leading negotiators
- ▶ Team role play
- ▶ Series of smaller role plays and practical exercises

Learning Objectives

By the end of this course delegates will be able to:

- ▶ Describe and determine what types of negotiation to use
- ▶ Structure, plan and execute simple negotiations
- ▶ Determine and change the balance of power in a negotiation
- ▶ Determine requirements and outcomes and develop a concession strategy
- ▶ Begin to apply techniques around body language and verbal language to a negotiation
- ▶ Apply a selection of tactics and techniques to help secure outcomes

What You Will Get

This training is delivered by two highly experienced negotiation experts and can be delivered exclusively for your company at almost any location worldwide.

Different language options are available, and a summary of course evaluations and feedback will be provided after the training.

Delegates will receive:

- ▶ A full colour Red Sheet Lite workbook
- ▶ A Red Sheet Lite desk pad
- ▶ A negotiator's guide to all popular tactics and techniques
- ▶ Body language workbook
- ▶ A certificate for all delegates who complete the course