

NEGOTIATION

Red Sheet® Lite Course



This 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 professional 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. This includes 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. It 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 course culminates 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 CPD certified, meaning the learning activity has reached the required Continuing Professional Development standards and benchmarks for integrity and quality.

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:

- **Digital negotiation platforms** – A range of platforms that provide everything you need to enhance negotiation capability and secure winning outcomes every time. Powered by the Red Sheet negotiation methodology, they bring together a proven process, expert tools, resources and the option of digital learning. Choose from Ruby, the guided negotiation plan creator® with intelligent workflow to collaborate and plan negotiations with your global team, Ruby+ which takes your negotiation planning a step further with an added suite of resources, and Red Sheet Classic, the online negotiation platform to help you utilise our popular paper-based negotiation tools. Available on an annual subscription basis, with significant discounts if purchased with online/classroom training.
- **Negotiation competency assessment** – Future-proof your organization's capability, align skills development to strategic goals.
- **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.
- **Negotiation for Procurement & Supply Chain Professionals** by Jonathan O'Brien – Winner of the ACA-Brueel specially commended award 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.
- **Negotiation practice support** – Online coaching for your team, together with Ruby to guide, help plan and execute winning negotiations.

We charge per program or event based on a maximum of 16 delegates for classroom events or up to 30 for our online programs depending upon the degree of facilitation support for delegate exercises we agree with you. Our fees include trainers, any travel time (within the EU or US), preparation, basic customization and standard course hand-outs (provided in-person or mailed out to delegates for online programs) but exclude venue and facilities hire, reasonable expenses for classroom events 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. For classroom events, 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

- 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

Concession strategy and maximizing power

- Building a concession strategy
- Power balance and how to influence it

Planning and managing the negotiation event

- 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

Winning tactics and practical exercise

- Winning tactics and techniques
- Team role play and feedback

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 highly experienced negotiation experts and can be delivered either live online as a series of workshops, as a 2-day classroom event, or a combination of the two, 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 deskpad
- A negotiator's guide to all popular tactics and techniques
- A certificate for all delegates who complete the course
- A 3-month subscription to Red Sheet Classic (online courses only)