








Training Workshop – Module Overview

Innesskirk's innovative “**Advanced Negotiation**” is an intensive program building on the fundamentals presented during “**Negotiation Fundamentals**”. Time is taken to develop action plans, to identify variables, and to identify personal negotiation styles. Extensive role playing provides the opportunity to apply the principles of the workshop and to form practical negotiation strategies for both individual and team driven negotiations.

Tutorial sessions, case studies, practical exercises, presentations and syndicate work make this a proactive, hands-on course.

Workshop Objectives – Delegates Will Be Able To...

-  Accept any negotiation challenge with confidence
-  Prepare effectively for any negotiation - salary, resource, pricing, etc.
-  Understand their own and other people's personal negotiation style
-  Positively manage and overcome deadlock situations
-  Handle difficult people and use emotion as an advantage
-  Recognize and control negotiation tactics used by others
-  Negotiate in any environment and get the best results every time

Post Workshop – IMPACT™ Program

IMPACT™ Project – Delegates identify a work related project during the last hour of the training that will be used as a measurable indicator of successful application and implementation of the training content.

IMPACT™ Coaching – The delegates participate in custom-designed coaching sessions to facilitate the completion of their **IMPACT™** Project. Delegates document the project's life cycle and all related issues in the provided coaching booklet.

Workshop Agenda – Day One

WELCOME

Introduction And Course Objectives

Agenda begins with the introduction of course objectives, materials, methodology and pedagogy. Instructor will include the introduction of delegates through icebreaker activity.

Preparing For A Negotiation

Here, we look at one of the most important aspects of the negotiation process. Preparation is the key to success; it includes identifying possible outcomes, creating paper and visual aids. Discussion will include elements of research: what to research, how to approach research and where to get the required information.

Creating A Negotiation Plan

With guidance from the instructor, delegates will create a professional negotiation plan, following all the steps to integrate the information collected into a comprehensive negotiation plan. This plan can then be used to execute the negotiation.

LUNCH

Negotiation Skills Practice

Delegates spend concentrated time on the practice of negotiation skills, review of the process; while they develop strategies to improve and enhance their negotiation skills.

Negotiation Strategies

This segment concentrates on an in-depth understanding of negotiation strategies and when to use which strategies for optimal effect, incorporating BATNA and ZOPA techniques.

Identify Personal Negotiating Styles

Delegates learn to recognize their preferred personal negotiating style and are able to recognize other styles and how to best deal with these during a negotiation.

CLOSING

Review the main points of interest of the day, identify possible work-projects and preview day two.



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Workshop Agenda – Day Two

WELCOME

Negotiation Challenge (Individual)

Delegates are required to use their prepared negotiation plans in a negotiation to achieve the best possible outcomes.

Negotiation Tactics

Segment focuses on methods to expand ZOPA; approaches to resolve deadlocked situations; review of tactics employed by top negotiators to identify strategies to obtain better results.

Dealing With Difficult People And The Influence Of Culture

Here the instructor initiates a discussion of techniques to deal with difficult people. Topics include emotional awareness and means to use it to benefit negotiations.

Preparing For A Team Negotiation Challenge

Preparation session to use the skills learned for another challenging assignment. Negotiators are put into teams and to prepare for a negotiation after lunch.

LUNCH

Negotiation Challenge (Team)

Delegates are required to use their team-prepared negotiation plans to negotiate to achieve the best possible outcomes. Review of outcomes is analyzed overall by the group.

Dirty Dealings And How To Deal With These Situations

This portion of the workshop is a group discussion of frequently used tactics which often damage the long-term relationships and strategies to deal with them effectively.

Identification Of IMPACT™ Project

Delegates are assigned to groups and asked to identify a project which will require the use of the new knowledge and information acquired during the workshop. This will allow the delegates to transfer the new knowledge into skills and effective work habits.

CLOSING

Review the main points of interest for the course, deliver course administration such as: evaluation, action plan and deliver delegate certificates.

Do You Have Specific Requirements?

Tailoring For In-Company Delivery

Innesskirk is able to customize this workshop as a one, two or three day event. We can also adapt the content to meet your specific training objectives.

For more information about our In-Company specialized workshop services, email us at info@innesskirk.com to discuss your specific requirements further.



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