

NEGOTIATION

1-Day Introduction Red Sheet® Nano Training Workshop

This 1-day introductory negotiation training is based around the Red Sheet Nano and includes an introduction to the basics of negotiation planning, together with some practical training. It provides an introduction for those who conduct every day or one-on-one negotiations and helps those who attend begin to build the confidence and capability to negotiate with ease.

Based around the Red Sheet Nano negotiation tool, this awareness-level course takes delegates through the fundamentals of negotiation. The course includes developing a list of negotiables and determining our negotiation power, and then how to develop a simple concession strategy and plan.

This course will equip delegates with some basic tools and approaches and enable them to begin to secure better outcomes from their negotiations by being more in control of the negotiation. The different sources of power in negotiation are explored and delegates are provided with a simple tool to assess and plan for the balance of power between parties. This course touches on some of the tactics and techniques that can help in a negotiation. The day includes some simple role play exercises so delegates get to put what they have learned into practice in a safe environment. This awareness-level course helps those learning to negotiate begin to develop their skills and provides a solid approach to follow.

This course is suitable for:

- ▶ Purchasing professionals
- ▶ Sales professionals
- ▶ Project managers
- ▶ Those negotiating internally (e.g., HR)
- ▶ Security experts (kidnap and ransom)
- ▶ Mergers and acquisition
- ▶ Governments and diplomats
- ▶ Anyone who negotiates

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.
- ▶ **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
- ▶ Determine what type of negotiation we need
- ▶ Assessing what scope we have to negotiate
- ▶ Match your negotiation approach to the situation, objectives and type of relationship required
- ▶ Planning the negotiation event using Red Sheet Nano
- ▶ Developing our list of negotiables
- ▶ Determining our MDO/LDO and BATNA
- ▶ Building a concession strategy
- ▶ Determining our negotiation balance and how to influence it
- ▶ Winning tactics and techniques
- ▶ Videos from leading negotiators
- ▶ Negotiating remotely
- ▶ Simple role play exercises

Learning Objectives

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

- ▶ Describe different types of negotiation
- ▶ Assess what scope there is to negotiate for a given situation
- ▶ 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
- ▶ 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 Nano workbook
- ▶ A starter supply of Red Sheet Nano note pads
- ▶ A negotiator's guide to all popular tactics and techniques
- ▶ A certificate for all delegates who complete the course