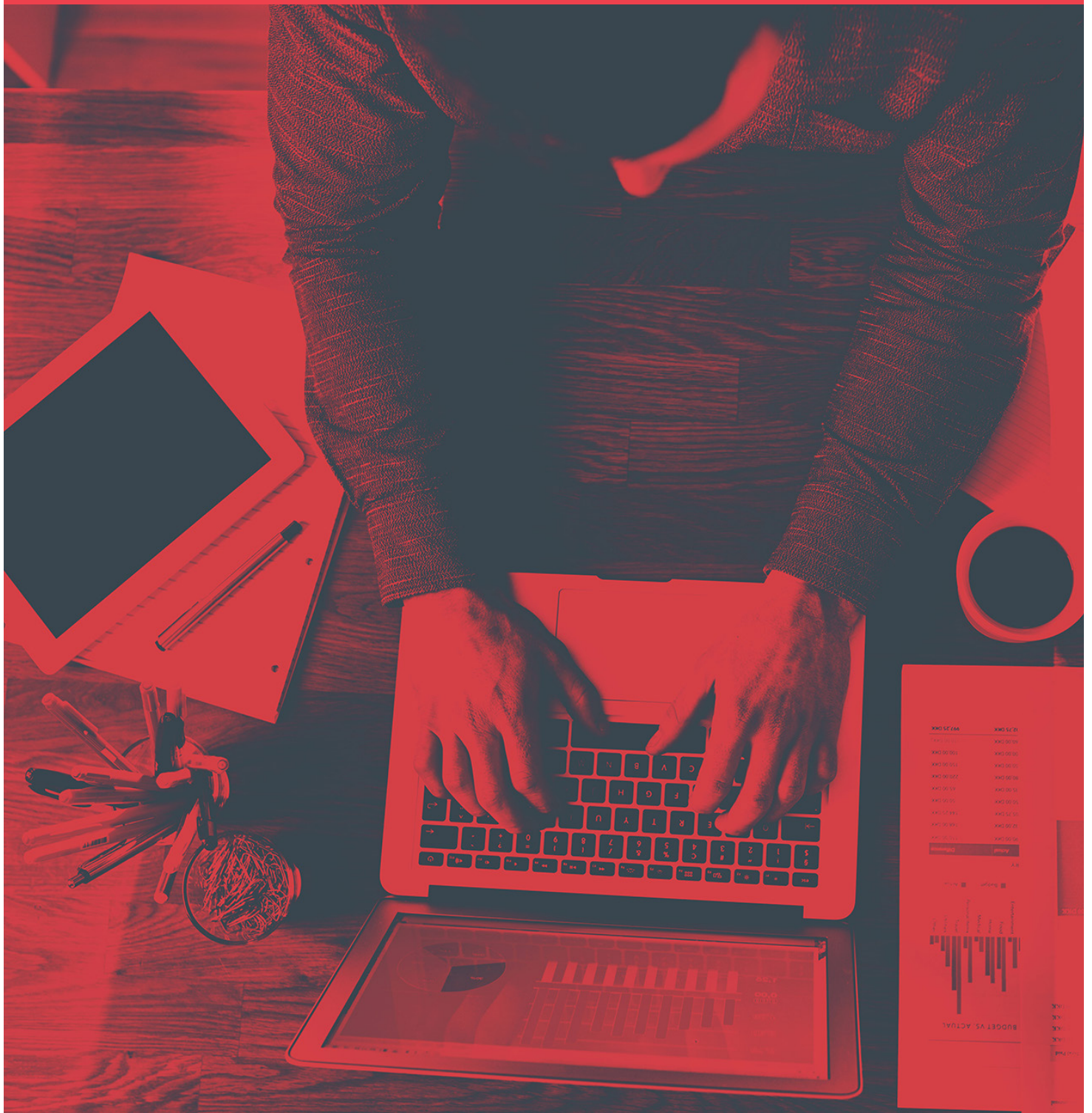


TRAINING COURSE CATALOGUE 2020



**BUILD CONFIDENCE IN NEGOTIATION OUTCOMES,
BOOST BUSINESS RESULTS**

RED SHEET SOLUTIONS

TOOLS

The family of Red Sheet tools to suit individuals, teams and organizations of all sizes wishing to master negotiation

TRAINING

High impact, intensely practical training courses based on our Red Sheet tools, delivered either online, as a classroom event or a blend of both

RED SHEET ONLINE

Toolkit, resources and digital learning for professionals who are serious about achieving excellence in a negotiating role

MAKING IT HAPPEN

Our packages provide a complete suite of our Red Sheet tools, training and online resources for anyone who negotiates

redsheetnegotiation.com

+44 (0)800 298 2989 team@redsheetnegotiation.com

WHO WE ARE

Red Sheet® is a comprehensive program for people and organizations who want to excel at negotiation. We are known all over the world for our industry leading, instructor-led online and classroom training, education and team-building. Our training courses are built around our proven Red Sheet methodology, helping you to develop the skills and confidence to secure the best possible outcomes from negotiation situations.

Our training courses have been carefully designed to maximize the learning experience. Using an activity-based learning approach, we link instructor-led training online and within the classroom to real experience and to the issues faced by our clients. In addition, the skills and expertise of our trainers means that we can bring the training to life with real examples and case studies. We combine a mixture of lecture styles, facilitated debate and use of video with group work to create a highly dynamic and engaging experience.

Our training is available either as a managed program of interactive, instructor-led online workshops, face-to-face in a classroom setting, or a combination of the two. Classroom training is available in almost every country globally and we offer a range of language options. Courses can be adapted for local cultures and ways of working. We offer both regular courses and fully customized training programs.



WHY CHOOSE RED SHEET?

We provide one of the most comprehensive suites of negotiation training and learning resources available anywhere in the world. Red Sheet's training courses, learning tools and packages are built to serve the needs of negotiators working in any industry and at any level. Today, Red Sheet is the collaborative planning tool of choice both for numerous private enterprises and public sector organizations around the globe.

NEGOTIATION

Introduction Red Sheet[®] Nano Course



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

This awareness-level course takes delegates through the fundamentals of negotiation, including developing a list of negotiables[®] and determining your negotiation power, and helping you 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, and 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** – The ultimate online platform for professionals who are serious about achieving excellence in negotiation. Red Sheet Online is a complete negotiation planning toolkit featuring downloadable resources, electronic Red Sheet tools, full tactics library, culture guide and digital learning modules with HD video. Also included is our fully responsive negotiation planning web application allowing you to collaborate globally and plan negotiations on the move. 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 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 physical Red Sheet supplies: Red Sheet posters, Red Sheet Lite deskpads, Red Sheet Nano notepads, and other Red Sheet merchandise – powerful tools to show the other party you mean business!
- **Negotiation practice support** – Online coaching for your team, together with Red Sheet Online 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
- 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

Planning for a successful negotiation outcome

- Determining our MDO/LDO and BATNA
- Building a concession strategy
- Determining our negotiation balance and how to influence it
- Winning tactics and techniques
- 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 a highly experienced negotiation expert and can be delivered either live online as a series of workshops or as a 1-day classroom event, 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 notepads
- A negotiator's guide to all popular tactics and techniques
- A certificate for all delegates who complete the course

NEGOTIATION

Red Sheet[®] Lite Course



ONLINE TRAINING



CLASSROOM TRAINING



BLENDED LEARNING

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 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** – The ultimate online platform for professionals who are serious about achieving excellence in negotiation. Red Sheet Online is a complete negotiation planning toolkit featuring downloadable resources, electronic Red Sheet tools, full tactics library, culture guide and digital learning modules with HD video. Also included is our fully responsive negotiation planning web application allowing you to collaborate globally and plan negotiations on the move. 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 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 physical Red Sheet supplies: Red Sheet posters, Red Sheet Lite deskpads, Red Sheet Nano notepads, and other Red Sheet merchandise – powerful tools to show the other party you mean business!
- **Negotiation practice support** – Online coaching for your team, together with Red Sheet Online 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 Online (online courses only)

NEGOTIATION

Intensive Red Sheet[®] Course



ONLINE TRAINING



CLASSROOM TRAINING



BLENDDED LEARNING

This intensive negotiation training course is based around the Red Sheet and includes most of the content found on the advanced course but with a shorter role play negotiation. It provides winning approaches for negotiation planning and helps those who attend to build the confidence and capability to take on moderate to advanced negotiation. The course includes video examples of negotiation and interviews with leading negotiators. Delegates explore in depth all aspects of negotiation, negotiation planning and body language, as well as the tactics, techniques and behaviours required for success.

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 includes the personality module with the option of an individual psychometric assessment to evaluate personal negotiation style along with a module on negotiating across cultural boundaries. The course also features extensive coverage of the tactics and techniques that can help in a negotiation as well as body 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.

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** – The ultimate online platform for professionals who are serious about achieving excellence in negotiation. Red Sheet Online is a complete negotiation planning toolkit featuring downloadable resources, electronic Red Sheet tools, full tactics library, culture guide and digital learning modules with HD video. Also included is our fully responsive negotiation planning web application allowing you to collaborate globally and plan negotiations on the move. 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 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 physical Red Sheet supplies: Red Sheet posters, Red Sheet Lite deskpads, Red Sheet Nano notepads, and other Red Sheet merchandise – powerful tools to show the other party you mean business!
- **Negotiation practice support** – Online coaching for your team, together with Red Sheet Online 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
- Matching negotiation approach to the situation, objectives and type of relationship required
- Planning the negotiation event using Red Sheet
- Engaging stakeholders
- Negotiating across cultures

Maximizing power and adapting for personality

- Negotiator personality and adapting behaviour for the negotiation
- Assessing the other party
- Power balance and how to influence it
- Using game theory to structure the negotiation approach

Building a concession strategy, planning and managing the event

- Building a concession strategy
- Planning the negotiation event
- Managing the negotiation event
- Winning tactics for all stages of negotiation
- Negotiating remotely for success

Making it a success, team role play and feedback

- Body language - how to read your opponent, how not to give the game away
- Team role play
- Post-negotiation reviews and lessons learned

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 complex negotiations
- Adapt negotiation for culture
- Match individual personality to the negotiation and adapt behaviour
- Determine and change the balance of power and the game being played in a negotiation
- Determine requirements and outcomes and develop a concession strategy
- Begin to apply techniques around body language to a negotiation
- Apply a selection of tactics and techniques to help secure outcomes
- Conduct a post-negotiation review

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 workbook
- A starter supply of Red Sheet posters
- A country-by-country culture guide
- 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 Online (online courses only)

NEGOTIATION

Advanced Red Sheet® Course



ONLINE TRAINING



CLASSROOM TRAINING



BLENDED LEARNING

This is our most popular negotiation course and helps prepare and equip delegates with the theory, tactics and practical experience of negotiation that enable outstanding results. It provides winning approaches for negotiation planning and helps those who attend, build the confidence and capability to take on any negotiation. Delegates explore in-depth, all aspects of negotiation and negotiation planning.

This course will help ensure you don't leave money on the table. It will enable delegates to secure winning outcomes from each negotiation they do, to stay in control of the negotiation process and to have confidence in their approach no matter what the scenario. Included is a module on personality, with the option of a full psychometric assessment to evaluate individual negotiation style as well as a module on negotiation across cultural boundaries. Negotiation tactics and techniques are covered in depth as well as body language and verbal language.

Delivered either as a series of live instructor-led online workshops or face-to-face in the classroom, during these highly interactive sessions delegates get to witness first-hand some of the winning approaches and even try putting some into practice. The program culminates in a full, team-based role play negotiation, either face-to-face for classroom training or via web conference for online programs, which is recorded on video and supplied to delegates after the workshop.

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** – The ultimate online platform for professionals who are serious about achieving excellence in negotiation. Red Sheet Online is a complete negotiation planning toolkit featuring downloadable resources, electronic Red Sheet tools, full tactics library, culture guide and digital learning modules with HD video. Also included is our fully responsive negotiation planning web application allowing you to collaborate globally and plan negotiations on the move. 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 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 physical Red Sheet supplies: Red Sheet posters, Red Sheet Lite deskpads, Red Sheet Nano notepads, and other Red Sheet merchandise – powerful tools to show the other party you mean business!
- **Negotiation practice support** – Online coaching for your team, together with Red Sheet Online to guide, help plan and execute winning negotiations

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Course Content

Introduction to negotiation

- Introduction to negotiation and the different types of negotiation
- Match your negotiation approach to the situation, your objectives and type of relationship required
- Planning the negotiation event using Red Sheet
- Engaging stakeholders to support a negotiation
- Tactics to open and explore

Culture and personality - how to adapt the negotiation approach

- Negotiating across cultures
- Negotiator personality and adapting behaviour for the negotiation
- Assessing the other party

Power in negotiation

- Negotiating remotely
- Power balance and how to influence it
- Using game theory to structure the negotiation approach

Planning for a winning outcome

- Building a concession strategy
- Planning the negotiation event
- Managing the negotiation event
- Tactics to bargain and deal
- Dirty tactics and countermeasures

Body and verbal language

- Body language – how to read your opponent, how not to give the game away
- Use of verbal language – challenging non-specific language and using it to your advantage

Negotiation role play

- 2 x team negotiations (video recorded and supplied to delegates post workshop)
- Team negotiation feedback
- Post-negotiation reviews and lessons learned

Learning Objectives

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

- Describe different types of negotiation
- Structure, plan and execute complex negotiations
- Adapt negotiation for culture
- Match individual personality to the negotiation and adapt behaviour
- Determine and change the balance of power and the game being played 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
- Conduct a post-negotiation review

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 3-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 workbook
- A starter supply of Red Sheet posters
- A country-by-country culture guide
- A negotiator's guide to all popular tactics and techniques
- An MP4 video of their negotiation role play
- A certificate for all delegates who complete the course
- A 3-month subscription to Red Sheet Online (online courses only)

NEGOTIATION

Advanced+ Red Sheet[®] Course



ONLINE TRAINING



CLASSROOM TRAINING

A 'next stage' advanced+ course for those already trained in Red Sheet. This specialist course takes learning and developing in negotiation to the next level and equips negotiators with some exceptional practical skills to secure outstanding results.

The course is built around Neuro-Linguistic Programming (NLP) principles and practice and, using individual and small group practical activities, equips delegates with some very powerful skills designed to secure the outcomes you need without your opponent understanding how you did it.

This course will ensure you realize your full potential for negotiation. It will give you great confidence in your approach and put you in complete control of the event, equipping you with some very practical approaches to ensure you don't leave money on the table in future negotiations.

Experienced experts in NLP and negotiation deliver this course and it covers the key aspects of NLP that are relevant for negotiation, building further upon the Red Sheet methodology. Practical one-on-one and small team negotiations build capability, all recorded on video and supplied to delegates after the workshop in MP4 format via email link. The course is designed to provide high-impact learning and development and for this reason we limit numbers to only small groups of 12 maximum.

This course is suitable for:

- Professional negotiators
- Procurement professionals
- Sales professionals
- Anyone with experience of negotiation
- Anyone who has completed an Intensive or Advanced Red Sheet Negotiation course.

You may also be interested in:

- **Red Sheet Online** – The ultimate online platform for professionals who are serious about achieving excellence in negotiation. Red Sheet Online is a complete negotiation planning toolkit featuring downloadable resources, electronic Red Sheet tools, full tactics library, culture guide and digital learning modules with HD video. Also included is our fully responsive negotiation planning web application allowing you to collaborate globally and plan negotiations on the move. 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 deskpads, Red Sheet Nano note ads, and other Red Sheet merchandise – a range of accessories to show the other party you mean business!
- **Negotiation practice support** -Online coaching for your team, together with Red Sheet Online to guide, help plan and execute winning negotiations

We charge per program or event based on a maximum of 12 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

Reflection of negotiation so far

- Recap on Red Sheet process and negotiation approach
- Reflection on negotiation experience so far

One-on-one negotiations

- One-on-one negotiations with facilitators/actors
- Personal feedback

Mastering how we 'connect' with our opponent

- Building rapport – the importance of rapport and how to create and maintain it during a negotiation
- Representation systems – how people represent their reality
- Communication systems – how people communicate and want to be communicated to

The art of letting them have it your way

- Chunking – Negotiating around what people really want, not what they think they want and understanding others' motivations

- Personal strategies – Identifying the personal strategy of the opponent. Use of 'pattern interrupt' to reset the negotiation process
- Goal setting – Using well-formed outcomes to set goals for negotiation outcomes
- Anchoring – Getting into the optimum state for the negotiation and using anchoring to influence the state of others

Advanced language and body language

- Language patterns – Clarifying non-specific language to understand other people's positions accurately and using non-specific language and metaphors to influence outcomes
- Advanced body language

Advanced structuring winning negotiations

- Making team-based negotiations really work
- Planning and structuring advanced negotiations
- Small group role play (video recorded with feedback from leaders)

Learning Objectives

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

- Identify how an opponent 'represents their reality' and how they communicate (and like to be communicated to)
- Identify what an opponent really wants, not what they say they want, and their personal motivators
- Identify the negotiation strategy others are using and apply 'pattern interrupt' to reset the negotiation process
- Use effective goal setting to secure desired negotiation outcomes

- Apply anchoring techniques to get oneself into the optimum state for negotiation and influence others' state during the negotiation
- Use non-specific language to influence outcomes and establish an opponent's position
- Apply a range of specific tactics and techniques to maximise outcomes
- Plan, structure and lead individual and group negotiations
- Align a supporting team to ensure they work in concert during the negotiation
- Use advanced body language techniques to read the opponent and influence them

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 or as a 3-day classroom event, 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 Advanced+ Red Sheet workbook
- An MP4 video of their negotiation role play
- A certificate for all delegates who complete the course

