

# Negotiating Skills

**Prerequisites:** There are no prerequisite skills for this course, however, you might be interested in the following related courses: Communication Skills, Business Presentations, and Business Writing: From Email to Proposals.

**Length:** One Day

**Summary:** You will perform the basic steps in a business negotiation.

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## Course Content

### PREPARING TO NEGOTIATE

- Establish a Successful Mindset
- Research the Other Party
- Determine the Value of the Item Being Negotiated
- Determine Where You'd Like Negotiations to Take Place
- Establish Your Best- and Worst-Acceptable Outcomes
- Research Your Best Alternative to a Negotiated Agreement (BATNA)

### INITIATING NEGOTIATION: ESTABLISHING THE GROUND RULES

- Establish Rapport
- Establish Your Status
- Choose the Communication Method for Negotiation
- Establish the Rules of Engagement
- Set a Timeline
- Establish How Negotiation Results Will Be Communicated and Implemented

### NEGOTIATING

- Encourage the Other Party to Issue the First Proposal
- Make the First Proposal
- Counter the Offer or Proposal
- Accept an Offer or Abort Negotiations
- Work Through an Impasse

### FOLLOWING THROUGH

- Evaluate the Success of the Negotiation
- Follow Up on the Relationship

### NEGOTIATING IN SPECIAL CIRCUMSTANCES

- Cross-Cultural Negotiation
  - Cross-Generational Negotiation
  - Negotiation with Supervisors and Subordinates
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