

Course Overview:

Turn disputes into deals. Transform deals into better deals. Resolve intractable problems. Negotiating effectively requires the ability to change the game – moving away from conflict and toward collaboration. In this intensive, interactive program, you acquire a proven framework for maximizing the value of your negotiation, whether you are behind the bargaining table with a client or across the table with an opposing party. Engaged with a professional group of peers, you will participate in discussions and simulations that cover a range of complex scenarios ranging from intellectual property, pricing, and licensing negotiations to international, domestic, public, and private disputes. You will refine your negotiation skills and leave with a set of strategies that you can use to deal with difficult negotiation behaviors and hard-bargaining tactics

Course Objective:

By participating in this intensive five-day program, you will:

- Acquire a systematic framework for understanding negotiation
- Heighten your awareness of your strengths and weaknesses as a negotiator
- Learn how to expand the size of the pie by creating value in negotiations
- Gain problem-solving techniques for distributing value and strengthening relationships
- Ascertain how to choose the right process to craft deals that last
- Learn how to manage across the table and behind the table negotiations

Course Outline:**Module One: Getting Started**

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Module Two: Understanding Negotiation

- The Three Phases
- Skills for Successful Negotiating

Module Three: Getting Prepared

- Establishing Your WATNA and BATNA
- Identifying Your WAP
- Identifying Your ZOPA
- Personal Preparation

Module Four: Laying the Groundwork

- Setting the Time and Place
- Establishing Common Ground
- Creating a Negotiation Framework
- The Negotiation Process

Module Five: Phase One - Exchanging Information

- Getting off on the Right Foot

Training Language:

English-Arabic

Training Methodology:

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Simulation

-What to Share

-What to Keep to Yourself

Module Six: Phase Two - Bargaining

-What to Expect

-Techniques to Try

-How to Break an Impasse

Module Seven: About Mutual Gain

-Three Ways to See Your Options

-About Mutual Gain

-What Do I Want?

-What Do They Want?

-What Do We Want?

Module Eight: Phase Three - Closing

-Reaching Consensus

-Building an Agreement

-Setting the Terms of the Agreement

Module Nine: Dealing with Difficult Issues

-Being Prepared for Environmental Tactics

-Dealing with Personal Attacks

-Controlling Your Emotions

-Deciding When It's Time to Walk Away

Module Ten: Negotiating Outside the Boardroom

-Adapting the Process for Smaller Negotiations

-Negotiating via Telephone

-Negotiating via Email

Module Eleven: Negotiating on Behalf of Someone Else

-Choosing the Negotiating Team

-Covering All the Bases

-Dealing with Tough Questions

Module Twelve: Wrapping Up

-Words from the Wise

-Review of Parking Lot

-Lessons Learned

-Completion of Action Plans and Evaluations

Who Should Attend:

This program is appropriate for supervisors, managers and executives who wish to improve their ability to create value at the negotiating table.