



NEGOTIATION AND INFLUENCING SKILLS FOR PROFESSIONALS

FEE: \$2299

COURSE OVERVIEW

This course is designed to enhance professionals' abilities to negotiate effectively, achieve win-win outcomes, and improve their influencing skills to persuade and motivate others without formal authority. Additionally, it aims to build conflict resolution skills, focusing on finding common ground and maintaining positive relationships.

WEEK 1: INTRODUCTION TO NEGOTIATION AND INFLUENCING

Objectives:

- Understand the fundamentals of negotiation and influencing.
- Learn the key differences and interconnections between negotiation and influencing.

Topics:

1. Overview of Negotiation and Influencing
2. The Role of Negotiation in Professional Settings
3. The Importance of Influencing Skills in the Workplace
4. Case Studies: Successful Negotiation and Influencing Scenarios

Activities:

- Group Discussion: What makes a successful negotiator?
- Video Analysis: Famous negotiation examples.

WEEK 2: PREPARING FOR NEGOTIATION

Objectives:

- Develop skills for effective negotiation preparation.
- Learn techniques for understanding and analyzing interests and positions.

Topics:

1. Research and Information Gathering
2. Identifying Interests vs. Positions
3. Setting Objectives and Goals
4. Developing a Negotiation Strategy

Activities:

- Role-Playing Exercise: Preparing for a Negotiation.
- Workshop: Creating a Negotiation Plan.

WEEK 3: NEGOTIATION TECHNIQUES AND STRATEGIES

Objectives:

- Master various negotiation techniques and strategies.
- Learn to adapt negotiation styles to different situations.



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Topics:

1. Distributive vs. Integrative Negotiation
2. BATNA (Best Alternative to a Negotiated Agreement)
3. Tactics and Techniques for Successful Negotiations
4. Dealing with Difficult Negotiators

Activities:

- Case Study Analysis: Successful vs. Failed Negotiations.
- Simulation: Negotiating a Business Deal.

WEEK 4: INFLUENCING SKILLS DEVELOPMENT

Objectives:

- Enhance the ability to influence others without formal authority.
- Develop skills to build credibility and trust.

Topics:

1. Principles of Influence and Persuasion
2. Building and Maintaining Trust
3. Effective Communication Techniques
4. Leveraging Emotional Intelligence

Activities:

- Group Exercise: Influencing Without Authority.
- Scenario Practice: Persuasion Techniques in Action.

WEEK 5: CONFLICT RESOLUTION AND FINDING COMMON GROUND

Objectives:

- Develop conflict resolution skills.
- Learn techniques to find common ground and maintain positive relationships.

Topics:

1. Understanding Conflict Dynamics
2. Strategies for Conflict Resolution
3. Mediation and Facilitation Techniques
4. Maintaining Positive Relationships Post-Negotiation

Activities:

- Role-Playing: Mediating a Workplace Conflict.
- Workshop: Developing a Conflict Resolution Plan.

WEEK 6: PRACTICAL APPLICATIONS AND CASE STUDIES

Objectives:

- Apply negotiation and influencing skills to real-world scenarios.
- Analyze case studies to understand practical applications.



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Topics:

1. Review of Key Concepts
2. Analysis of Real-World Case Studies
3. Practical Application Exercises
4. Developing Personal Action Plans

Activities:

- Case Study Presentations.
- Simulation: Comprehensive Negotiation Exercise.

WEEK 7: SPECIALIZED APPLICATIONS AND SECTOR FOCUS

Objectives:

- Understand the application of negotiation and influencing skills in specific sectors.
- Tailor skills to specialized roles.

Topics:

1. Negotiation in Sales and Business Development
2. Influencing in Human Resources
3. Project Management and Stakeholder Engagement
4. Leadership and Management Applications

Activities:

- Sector-Specific Role-Plays.
- Guest Speaker Sessions: Industry Experts.

WEEK 8: ASSESSMENT AND FEEDBACK

Objectives:

- Assess participants' progress and understanding.
- Provide constructive feedback for improvement.

Activities:

1. Final Simulation Exercise
2. Individual and Group Assessments
3. Feedback Sessions
4. Certification Ceremony

CONCLUSION:

By the end of this course, participants will have developed a comprehensive skill set in negotiation and influencing, enhancing their effectiveness in various professional roles and preparing them for leadership positions that require these critical skills.