

Negotiation Skills

“How to Negotiate So Everyone Wins!”

Negotiation is a critical business skill. It impacts individuals and organizations not only in the informal every day interactions people have with colleagues, clients, potential clients, and suppliers, but also in the formal transactions that directly impact the bottom line. Tactful and effective negotiation leads to positive outcomes that yield mutually beneficial solutions. By understanding others' intentions and goals, you can develop creative solutions and recover stalled negotiations. You will learn how to combine simple behavioral techniques with proven negotiation strategies to unlock vital information about the other party's true position, true objectives and true constraints.

Some of what you will learn:

- Identify and explain basic concepts associated with the practice of negotiation
- Discover negotiation styles and identify situations in which each style is most effective
- Examine key elements of negotiation planning
- Identify and implement key concepts and strategies related to negotiation
- Examine how concepts of power and need influence negotiation strategy and tactics
- Assess how multi-party negotiations differ from two-party negotiations
- Examine communication issues to enhance negotiations professional relationships

Who will benefit from this course

This course is designed for individuals who want to learn to negotiate ways that builds and maintains effective working relationships.

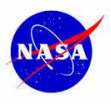
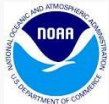
Length: Half-Day / One-Day / Two-Day Programs

Dr. Alex Garcia, 614.920.1323

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Client list, video demo, testimonials,

and references available on: Website: www.leadershipdynamicsllc.com



Successful negotiation is not about getting to 'yes'; it's about mastering 'no' and understanding what the path to an agreement is.

Christopher Voss



FEMA



NORTHROP GRUMMAN

COURSE OVERVIEW

Training includes, but not limited to, the following topics:

Understanding How Negotiation Works

Basic Negotiation Concepts
The Negotiation Process

Negotiation Styles

What Makes a Successful Negotiator?
Assessing Negotiation Styles

Planning for a Negotiation

Key Elements of Negotiation Planning
What Do You Hope to Achieve?
Negotiation Planning Checklist

Power, Needs, and Strategy

Power
Needs
Strategy and Tactics
Module Capstone: Strategies and Tactics

Multi-Party Negotiations

Two Parties vs. Multiple Parties
Module Capstone: Negotiation in a Meeting

Communicating Effectively to Enhance Negotiations

Understanding Communication Basics
Overcoming Communication Barriers
Recognizing Cultural Challenges

FACILITATOR :

ALEX E. GARCIA, Ph.D., is a globally experienced leader, international speaker, performance improvement trainer and coach. He has worked with a diverse client base developed over 20 years including: The Department of Defense, Lockheed Martin, Kaiser Permanente, NOAA, NSA, Federal Law Enforcement Training Center, Sara Lee Foods, Social Security Administration and the CDC, to name a few. Dr. Garcia is also the Founder and CEO of Leadership Dynamics, a training and consulting firm specializing in leadership development. With a Ph.D. in Industrial Organizational / Behavioral Psychology, from Wright State University, Dr. Garcia has applied his education, expertise and experience to working with clients in the U.S., Canada, Europe, and Asia. He took his message to a broader audience when he released the audio series "The Mental Edge", which explores how the self-esteem and self-image affects professional and personal effectiveness. Dr. Alex Garcia is also an adjunct faculty member with the (OPM) Office of Personnel Management. Additionally, certified on a range of widely recognized programs and psychological assessments including Leadership and Conflict Management Coaching, 360-Degree Feedback Coaching, California Personality Inventory (CPI), Emotional Intelligence, Disc Behavioral Styles Assessments, LPI, Unconscious Bias Assessments and Project Management, to name a few. Dr. Garcia has trained, spoken to, and taught leadership and management skills to leaders of business, government, and education, and has built a reputation for providing passionate, energized and enthusiastic speaking and training sessions.

The No. 1 rule in any negotiation is don't take yourself hostage. People do this to themselves all the time by being desperate for 'yes' or afraid of 'no,' so they don't ask for what they really want. Instead, they ask for what they can realistically get. I've heard many people say, 'Well, that's a non-starter, so we won't even bring it up.'

Christopher Voss

