

Course Description

Negotiation Skills for Project Managers AMS129

*14 Professional Development Units Awarded
14 Education Hours*



Overview

Whether knowingly or not, we are engaged in daily negotiations for success, relationship, survival and comfort. Unfortunately, the vast majority of these negotiations are left up to chance and we are then left to deal with their consequences. This course takes a methodical and insightful look at the components and techniques of successful negotiations. The course is designed to help participants develop a clear and concise thought process required to plan, conduct, control and succeed at negotiations of all levels.

Learning Objectives

- Identify and understand the critical success factors necessary to consistently achieve high yield negotiations
- Determine objectives from varied sources to set the tone for a comprehensive and goal oriented plan
- Build in room for changing and varied circumstances
- Identify and utilize these two dynamics to access information necessary to achieve win-win results
- Examine the inherent pitfalls to exact and rigorous communication
- Maintain leadership through directed and consistent communication methods
- Interact with conflict and mitigate anger, reactivity and frustration
- Transform conflict into an opportunity for problem solving and coalition building

Format

This course is highly interactive and adaptive to class interests and needs. A lecture/discussion approach is used and is accompanied by hands-on exercises.

Duration

Two days

Who Should Attend

Any professional or project manager who wishes to enhance their ability to negotiate effectively would benefit by taking this course.