

# Course Description

## Effective Negotiation Skills AMS247



### 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

- Defining effective negotiation
- Defining the attributes of effective negotiation
- Understand techniques and strategies for effective negotiation
- Understand the human factors associated with achieving effective negotiations

### Format

The format of the seminar is highly interactive and how-to oriented. Discussion of concepts and principles is followed by exercises. The emphasis is on the practical application and adaptation of selected tools and processes.

### Delivery Options

### Duration

1 day/ on-line 6 hours

### Who Should Attend

Any professional who engages in negotiations would benefit from taking this course.