

# ***Effective Negotiating***

## ***2 day course***

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### ***Do your negotiations always end in a satisfactory deal?***

#### *What is the course?*

A practical course to help people who have to negotiate to do it better

- teaches key meeting behaviours — which to use and which to avoid
- gives a process to guide the negotiator
- designed for Senior Executives, Managers, Sales People, Contract Managers
- uses classroom, practical workshops, coaching, peer and instructor feedback.

#### *What are its objectives?*

By the end of the course, participants will be able to:

- recognise they are in a negotiation
- know their own & others' preferred influencing styles
- Prepare, plan and conduct well ordered negotiations.

#### *What topics are covered?*

- alternatives to negotiation
- influencing styles
- skills of successful negotiators
- behaviours in meetings
- preparation and planning
- signals, proposing and responding
- dirty tricks and how to avoid them.

*"I now know that there are many ways of getting to a deal - if you think it out first. I know how to trade and adopt the appropriate behaviours"* (Contract manager, Nokia)

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For more information call Oroza Ltd. 01276 300101 or email [skills@oroza.com](mailto:skills@oroza.com) or visit [www.oroza.com](http://www.oroza.com)

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