

Influencing and Negotiation Skills - Two Days

This two day workshop is designed to explore techniques and strategies to influence and negotiate effectively with others. The day mixes ideas and insights, practical exercises and tools and techniques to develop confidence and skill in influencing and negotiating with others. Use of role play enables attendees to practice techniques and approaches they can then apply in the workplace.

Content

To Influence or Manipulate

- What is Influence and Power/How does it compare with Manipulation?
- Consequences of Influence and Manipulation
- It's all in the eye of the beholder
- **Influence Basics**
- Skills and qualities of a good negotiator
- Rapport
- Understanding Individual Differences
- How we take in the world (Representational Systems)
- Practical Exercises and peer feedback
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Stages of a Meeting to Influence

- 5 stage model for Influencing at meetings
- Building the Relationship
- Eliciting Information – asking the right questions
- Holding your ground
- Closing the negotiation
- Practical Exercises and Peer feedback

Negotiation

- The win-win principle
- Six Steps to negotiation
- The Golden rule of preparation
- Ideal, reality and Fallback
- Let's negotiate!

Application to Real Life Scenario

- Delegates apply tools to real life scenarios, planning approach to use in the real world

Action Plan

- What am I going to do as a result of this workshop?

