

# Your Negotiation Training

## Conducting Purchasing Negotiations or Change Conflict into Cooperation

The training programme will run over three days, during which you will be given the opportunity to learn and practice methods of planning, executing and following-up negotiations. The seminar consists of practical training in both negotiation and communication and is a mixture of lectures, presentations of data, discussions and exercises.

### Your preparation for the seminar

You already negotiate on a daily basis. Please think about situations you have already encountered and bring your real-life examples to the seminar. Look for examples of situations in which you were successful and also for those in which you did not feel as confident during or after the negotiation. Please also bring examples of how you usually prepare for a follow-up. Which checklists and documents do you normally use for negotiations? If possible, I would like to include your checklists and documents in our seminar.

Within the next couple of weeks you will probably conduct internal or external negotiations. If you like we can prepare for these meetings together and act them out with a role-play. During this seminar you will have the opportunity to learn and practice different purchasing tools and techniques.

### Contents

Concerning the conduct of a negotiation you will experience and practice

- The important aspects of negotiation
- How to actively, target-oriented and convincingly lead negotiations
- How to develop more confidence in negotiations
- You will learn and practice negotiation alternatives that allow you to plan and execute target-oriented purchasing talks and negotiations
- How you can identify manipulation and pure dialectics and react to them correctly
- You will learn how to identify your counterpart's deceptions and discuss the issues surrounding these
- You will learn about the different types of questions to use according to the situation
- You will practice negotiation in typical negotiation situations

- You will be able to describe and use the themes of the negotiation stages
  - preparation
  - conducting the negotiation
  - follow-up
- You will be able to identify conflicts in a negotiation and respond to them according to the situation
- How to prepare the stages of a negotiation and use a checklist as a tool for that preparation
- You will learn about approved and successful negotiation strategies
- You will learn about new negotiation tactics based on examples the subsequent possibilities
- You will be motivated to deal with people in your professional or private life who have a different behavioural style to you (DISC<sup>®</sup> Behavioural Styles)
- You will learn how to judge your counterpart's intentions and how to making use of this during negotiations
- You will learn how to recognize typical argumentation strategies and how to use them to your benefit
- You will improve your negotiation skills and sharpness
- You will apply learned knowledge to several cases and
- You will receive feedback from other participants and from your trainer.

Should you have any further questions or comments please do not hesitate to contact me under the following address:

Contact: [info@scholz-management.de](mailto:info@scholz-management.de)

Your *Carsten Scholz*