

Time Allocation - Topics

10% - Use Influence Tools

- When to persuade and when to negotiate
- Which negotiation strategy: Collaborate, compromise, compete or avoid?
- A simple framework for collaborative negotiations

20% - 5 Critical Assessments before Making or Responding to Offers

45% - Create and Capture Value as You Negotiate

- 3 most common mistakes made on opening offers
- Effective responses to opening offers
- Words that matter: increase your success in negotiations with these power words
- Manage concessions: keys to strategy and creativity

20% - Ensure Performance from Your Negotiated Agreement

- Tips for a more persuasive negotiator
- 3 things you must do at the end of all negotiations
- Overcome the 2 biggest obstacles to negotiation success

5% - Your Negotiating Action Plan

Focus

Primary - Leadership Development

Adaptability, Creativeness, Communication, Empathy, Interpersonal Relations

Secondary - Planning/Organizing

Evaluating Alternative Solutions, Developing Specific Plans

Tertiary - Executing/Controlling/Evaluating

Direction

Level

Introductory **Intermediate** Advanced

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