

## **Negotiating Skills: The Skills and Techniques That Support High Quality Win-Win Outcomes Virtual Workshop**

The art of negotiating is one of the most sought after skills in the highly pressured, competitive and stressful environment in which people are operating today.

Do you get frustrated trying to create a positive experience for yourself and others during the negotiating process? Do you find it difficult creating a win-win experience for you and others during negotiations?

Negotiations today are ongoing in all walks of life. We negotiate deals, resources, time, expertise and an array of other things. In order, to survive and prosper good negotiating skills are essential. They are beneficial in all facets of life and build long term relationships for increased productivity.

This interactive workshop will cover all aspects of negotiating, that being internal or external. It will provide effective solutions and settings in which to practice negotiating. Attendees will learn how to prepare effectively, formulate strategies, overcome potential difficulties and apply proven principles to make all negotiated transactions more productive for all involved.

### **Who should attend:**

- All levels of management
- All sales professionals
- All purchasing professionals
- Business owners

### **Key Learning Points:**

- Learn how establish ----- in the negotiation process through thorough and effective preparation
- Learn how to establish bargaining boundaries and set limits; identify obstacles in the negotiation process
- Avoid common negotiation traps
- Develop and execute an effective negotiating strategy
- Learn effective communication skills; know when to ask questions, when to speak, and how to listen
- Use successful negotiating strategies and tactics to help turn opponents into allies
- Create linkage to manage concessions (trade, don't donate)
- Build long term relationships by creating outcomes that benefit both parties
- Eliminate wasted conflicts and deadlocks
- Make power and influence work for you, not against you
- How to avoid leaving "nothing on the table"
- We will address the difference between virtual to in-person negotiating.



Your Total Training Resource

## Registration Information

**Time:** This is a 7-hour workshop delivered over 2 days.

**Pricing:** The per person fee for 1-2 participants is \$335.00; for 3 or more the fee is \$295.00 per person. **This fee covers both sessions.**

### Other Information:

- The session will be delivered on the Zoom platform so all participants will work from their own workspace and use their own computer. Zoom has video capability but, if the participant's computer is not equipped with a camera, audio will also work.
- To register we will need the name of each participant and their email address.
- **Five (5) days before the date of the session we will send each participant an electronic copy of the course materials. Additionally, we will provide a link of a Meeting ID that when clicked on will allow the participant to enter the training room. Please have participants check their spam/junk folders starting 5 days before the session as often the invitation may end up in that folder- info will come from [smalan@c-kg.com](mailto:smalan@c-kg.com).** For those signing up less than 5 days prior, it will be no problem as we will immediately provide this information.
- Participants should enter the Zoom training room at least 15 minutes (8:45 AM) before the start time.
- The session will be limited to 25 participants to allow for, and ensure, maximum interaction, participation and engagement.

**To register** or for additional information either email, phone or complete the [online registration form](#).

**Email/Phone:** Ken Keller ([kkeller@c-kg.com](mailto:kkeller@c-kg.com) 847-331-9497) or Darryl Harris ([darryl.ckg@gmail.com](mailto:darryl.ckg@gmail.com) 630-730-4393) or Sue Malan ([smalan@c-kg.com](mailto:smalan@c-kg.com) 630-495-0505)

**Register online:** [Complete form by clicking here](#). If you register online, a confirmation email will be sent to you with next steps and payment details. Please note we accept checks as a form of payment.

**[To see a complete list of our current workshops click here.](#)**

Customized onsite workshops are also available in person and virtually and are instructor led. Please contact us with any questions.