

Negotiation Strategy and Tactics 1- Day Customizable Agenda

Pre-Program Assignment

Participants read three articles entitled:

- "Defining and Managing Negotiation Issues"
- "What You Can Do When Persuasion Doesn't Work"
- "Ten Don'ts of Negotiation"

8:00 am | Introduction and Program Objectives

Participants explore the difference between problem solving and negotiating, learn a working definition of negotiation, and clarify objectives for the program. They also identify an upcoming negotiation situation

Reading, Lecture, Discussion

8:30 am | Quality in Negotiation

Participants learn the five characteristics of quality agreements.

Lecture, Discussion

8:45 am | Negotiation Stages and Critical Tasks

Participants explore the four stages of negotiation and the tasks that must be completed at each stage. Participants learn how to use this information as a road map toward a quality negotiation.

Lecture, Discussion

9:00 am | Needs/Currency Analysis

Participants learn the value of understanding needs and alternative currencies of exchange in producing high quality agreements. Planning Guide 1: Needs/Currency Analysis is introduced as a planning tool. Planning Guide 2: Prepare a tactical approach to managing the negotiation.

Individual Case Analysis, Discussion

9:30 am | Negotiation Exercise, Fishing Boat, Pt. 1

Participants work individually to complete Planning Guide 1 for a complex negotiation, identifying issues, interests, positions, and currencies.

Individual Analysis, Lecture

10:00 am | Break

10:15 am | Negotiation Exercise, Fishing Boat, Pt. 2

Participants complete Planning Guide 2 to use a tactical planning tool for each stage of the negotiation in order to manage the process and achieve a quality negotiation.

Individual Analysis, Lecture

APRENDA Group LTD.

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12:15 pm | Lunch

1:00 pm | Negotiation Exercise, Fishing Boat, Pt. 3

Participants conduct final planning using guides to prepare to conduct the negotiation.
Individual Analysis, Lecture

1:30 pm | Negotiation Exercise, Fishing Boat, Pt. 4

Participants conduct the negotiation in small groups.
Small Group Role Play

2:30 pm | Negotiation Exercise, Fishing Boat, Pt. 5

Participants debrief the results, assess the quality of the negotiation, and share feedback.
Peer-to-Peer Feedback, Individual and Team Case Analysis

2:45 pm | Action Planning

Participants use Planning Guide 1 and Planning Guide 2 to do a situational analysis of an upcoming and personally important negotiation.
Individual Preparation

3:00 pm | Break

3:45 pm | Consulting and Dress Rehearsals

Participants give each other feedback and conduct dress rehearsals to debug their approach.
Small Group Exercise, Peer-To-Peer Feedback

4:50 pm | Evaluations and Program Close

Participants identify ways to practice and implement their new negotiations skills. They locate the appropriate resources that will help them plan and practice their new skills while managing personal risk. Participants complete program evaluations.
Discussion

5:00 pm | End of Program