

# Negotiating

## The Quest for Success!



TODAY's project results are the outcome of what you negotiate. In any negotiation, it is almost inevitable that we find ourselves thinking in terms of how do we get to "YES!" Being a good negotiator is the outgrowth of your ability to master the art of strategic planning and communications. That is, "the ability to establish a specific direction, and to proceed in that direction with the confidence that comes only to one who knows where he or she is going, anticipates the obstacles and knows how and when to close."

### A Process for Results

Negotiating *the Quest for Success* offers a proven process to help you discover, enhance and use the hidden potential you already possess. This interactive skill building workshop is tailored to your project needs and objectives.

### Essential Elements

Everyone has the potential to excel. The breakout sessions and mock negotiations during this interactive workshop helps you and your team focus on improving *negotiating tactics, skill building, goal setting, improving communications, understanding buying and selling techniques, strategic mapping, decision making tools and process improvement* so that you can get more out of what you negotiate.

### Who Should Attend

Negotiating is a skill building improvement workshop designed for project managers, project engineers, site representatives, purchasers, contract administrators and anyone else who negotiates and wants to improve their results in getting to "YES!" Invest in yourself and your team and reap the benefits of achieving more "Win-Win" successes, making better decisions, enhancing internal/external communications, elevating employee motivation, and more - FASTER!

### Program Objectives

Teach participants

- ✓ How to negotiate positively and effectively;
- ✓ How to negotiate inside as well as outside your organization;
- ✓ How to build better teams through negotiation;
- ✓ How to resolve conflicts; and
- ✓ How to set and achieve objective

### Participants Will Improve Skills

- ✓ Developing and achieving goals;
- ✓ Communications;
- ✓ Decision Making, process mapping and problem solving;
- ✓ Uncovering Wants and Needs; and
- ✓ Negotiation planning and execution.

### Participants Will Learn

- ✓ How to negotiate schedules, change orders, estimates and contracts;
- ✓ How to achieve a win-win outcome;
- ✓ What to do when they have more power than you do;
- ✓ Valuable concession strategies that work;
- ✓ What to do when they resort to dirty tricks;
- ✓ What to do when they don't play fair;
- ✓ What to do when they refuse to negotiate;
- ✓ What to consider or do to get ready;
- ✓ Understanding the steps and actions in a good negotiation strategy;
- ✓ How to prepare your team for the negotiation;
- ✓ How to get the information needed to achieve Win-Win;
- ✓ How to deal with emotions;
- ✓ Tactics or strategies: yours and theirs ;
- ✓ Interpreting what they are really saying or not saying;
- ✓ When to close or how to walk away;
- ✓ Handling phone negotiations;
- ✓ The Dos and Don'ts;
- ✓ How to handle construction disputes; and
- ✓ Identifying and overcoming obstacles, deadlocks and more

***"Unless you try to do something beyond what you have already mastered, you will never grow."***

*Ralph Waldo Emerson*

