

Winning new business, setting service level agreements, pinpointing win-win solutions, establishing fees and problem solving – all typical responsibilities for today's senior managers and all requiring the same core skill – the ability to negotiate with confidence.

This practical coaching programme will help you explore and develop the critical skills for negotiation – e.g. how to spot negotiation opportunities, diagnose a situation, build strategic alliances, persuade others and develop flexible techniques for solo and team negotiations. An introductory session with your coach enables you to determine:

- **Your needs** (and the related needs of your team and/or organisation)
- **Your preferred learning style and pace**

Once an approach has been agreed, your coach will explore the specific issues you wish to tackle during the programme. For example:

- Use psychometric feedback to identify and understand your negotiation style – identify your personal strengths and weaknesses and target specific areas of behaviour to be developed/changed.
- Acquire a thorough understanding of the process and key skills of negotiation and appreciate the criticality of the Win/Win scenario
- Identify and focus on specific areas/instances related to your core purpose which depend upon effective negotiation skills
- Prepare and structure negotiations to apply the fundamental concepts of Principled Negotiation
- Distinguish between tactics – what's acceptable and what's not – recognise when **dirty** tactics are being used and take positive steps to counter their effect.
- Communicate more effectively using questioning, listening and observation skills to reduce the risk of missing opportunities to build business or otherwise strengthen working relationships
- Distinguish between 'Concession Trading' and 'Concession Making'
- Co-ordinate team negotiations effectively having defined and understood team roles and their impact on complex negotiations.
- Prepare for specific negotiations anticipated either during or after the programme.

With this information, your coach will then devise a tailored programme and agree a schedule. This approach allows for greater flexibility, e.g. to tackle real issues and situations as they arise. In addition to the scheduled one-to-one coaching sessions, your coach may also offer guidance by phone or email as appropriate.

Contact us now on **01481 728248** or **[contact@select-training.co.uk](mailto:contact@select-training.co.uk)** – and let us help you realise your potential.