

Fundamentals of Negotiation workshop

An interactive, remote learning workshop for:	Czech Academy of Sciences
Workshop leader:	Robert Marshall
Number of participants:	Minimum 8, maximum 30
Time and date:	14:00-16:10 CEST on Wednesday 21 st September 2022
Delivery:	Remotely using Zoom

This interactive workshop is suitable for participants who have no previous formal training in negotiation, or anyone who would welcome a reminder and refresher in this important area of professional life. The aim is to explore the essential theory, knowledge and methodologies that enable a considered, professional and effective approach to negotiation.

We will examine the traditional approaches to negotiation in an interactive and engaging way, aiming to understand the potential problems that these can bring with them. The session then introduces a newer but proven methodology that is now widely used by professional negotiators, mediators and those who work in conflict resolution. We explore a range of practical tools and techniques that will help to keep your negotiations on course and to move the discussion towards a mutually beneficial agreement.

The session ends with an opportunity for participants to ask questions, to share their experiences and ideas, and to join in the discussion.

By the end of this workshop, participants will:

- Understand a range of different approaches to negotiation, and the benefits and problems associated with each
- Have learned proven and practical techniques for negotiating more effectively
- Be able to take control of the negotiation process, but without creating hostility or distrust

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Outline programme

*Programme details and timings are for guidance only and may be changed to accommodate the specific needs of the participants.
Times shown are CEST.*

14:00 **Welcome**, workshop rationale and objectives

14:05 **Understanding negotiation:** [interactive presentation]
What works and what doesn't | How professional negotiators operate

15:10 Comfort **break**

15:20 **Practical tools for negotiators** [interactive presentation and group exercise]
Tips and techniques including: 'plan B' | Going to the balcony | Questioning | Summarising

15:50 **Time to talk**
An opportunity to share experiences, ask questions and get advice and ideas to help and support your future negotiations

16:05 **Summary of key learning points**, closing comments, evaluation and take-away materials

16:10 **Close**

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