

## Negotiations Workshop

### Objectives

After attending this workshop you will be able to:

- Handle internal and external negotiations with greater confidence
- Use a range of key negotiating styles and techniques
- Understand the key English skills for effective negotiation
- Bring negotiations to a successful conclusion

### Contents

- Overview of core negotiating strategies; the concept of win/win, positional versus interest, etc.
- Analysing the elements of the negotiating process, and identifying language appropriate to each stage
- Planning the negotiation
- Developing and practising different negotiating styles
- Considering the effects of cultural differences on negotiating styles and outcomes
- Putting counterparts at ease with effective meeting and small talk strategies
- The language of tact and diplomacy
- Extensive use of role play and case study material to develop negotiating skills

### Methodology

- 'Direct Method', i.e. only English will be spoken
- Short input sessions
- Variety of interactive exercises
- Role plays, discussions and simulations

### Target Group

Professionals who are or expect to be actively involved in negotiations in English, either internally within their own company or with suppliers/clients. Participants may be drawn from any discipline.

### Prerequisite

Intermediate level of English. (B1 on the CEF\*)

### Duration

3 days

### Number of Participants

8

### Comments

This workshop concentrates on spoken rather than written language. Participants are asked to speak only English throughout the seminar.

*\* CEF = Common European Framework of Reference for Language Learning and Teaching.  
Check your level of English with IBC's English Fitness Check.*