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## **Negotiation Skills**

Negotiation skills are not limited to the traditional forums of buyers and sellers or management and workforce representatives. They are used almost daily by almost everybody. By developing your teams negotiating skills, your organisation will benefit from more confident, assertive and motivated people as well as more effective working relationships and more win:win deals.

### **Course Content**

What is negotiation

Identifying the related skills

Preparing to Negotiate

Seeing the other side

Questioning and listening

Influencing strategies

Moving to agreement

Agreeing what's been agreed

Achieving the 'Win:Win' situation