

## **NEGOTIATING**

**DAYS OF TRAINING:** 1

**PREREQUISITES:** None

### **ESTABLISHING YOUR TERMS OF AGREEMENT**

Understanding negotiation objectives  
Understanding and establishing your requirements

### **RESEARCHING THE OTHER PARTY**

Information gathering  
Estimation of the other party's requirements

### **PREPARING FOR AN AGREEMENT**

Planning for an agreement  
The negotiation environment

### **CONDUCTING A NEGOTIATION**

Understanding the negotiation process  
Communicating during a negotiation  
Challenging negotiation situations

### **ADVANCED NEGOTIATING TACTICS**

Control in negotiations  
Negotiation tactics  
Negotiation ethics

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