






Practical Negotiation Skills

FACTSHEET

Two teams in critical negotiation. Is it about winning or ensuring neither loses? And just how good is your preparation?

-  **2 hours + debrief**
-  **6-24** (2, 4 or 6 teams of 3-4 per team)
-  **For staff at any level**
-  **No computer required**
-  **450** (hard & digital copy) or **399** (digital copy) ex VAT



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Learning objectives

- stresses the need for very good preparation
- shows the need for targets, fall-back positions and worst case scenarios
- shows the importance of taking time out to discuss rather than thinking on the hoof
- illustrates the danger of trying to win at all cost rather than compromise
- the value of knowing when to be open and when to make concessions
- the importance of reading body language

About the activity

A retail group is negotiating with a supplier. The retailers have specific needs in terms of the balance of goods to be ordered; the supplier has stock they need to get rid of. Can they reach a win/win outcome?

In this activity there are Buyers and Sellers. For example, with 20 participants you can have two groups of Buyers and Sellers with five in each team. Each team has a Preparation Sheet to help them plan their 'ideal' scenario, their 'target' and their 'worst case'. After 40 minutes preparation the two sides meet for discussion and conduct the negotiation. They are allowed three 'time-outs' in order to confer and re-align their strategies. After 40 minutes both teams sign an Agreement Form (or not!) that records the outcome. They then complete a questionnaire that assesses their perceptions of their own performance and that of the other side. This is all useful material for the Debrief. A Key Points handout summarises important negotiation points. Above all, this is a realistic simulation of a typical business negotiation that has a few surprises that soon emerge and have to be dealt with by both sides.

Five-year repeat use licence

This Northgate training activity comes with a five-year licence for repeat use with up to 24 participants. A licence is required for each site (or remote hub). To use with larger groups or for multiple site licences please contact us for a quote.

Pack contents

- Trainer's Notes
- Buyers Briefs
- Sellers Briefs
- Handout: Buyers Preparation Form
- Handout: Sellers Preparation Form
- Handout: Buyers Performance Summary
- Handout: Sellers Performance Summary
- Handout: Agreement Form
- Handout: Key Points

This activity is for face-to-face & virtual training. It is supplied as a hard copy pack and digital files are supplied via the Northgate Trainerhub (or you can purchase digital files only).

Ideally suited to

For participants who need to put the theory of negotiating into practice. Individuals (or teams) plan for a negotiation and then hold the meeting - with breaks for review and re-alignment. Highly involving!

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Customer reviews



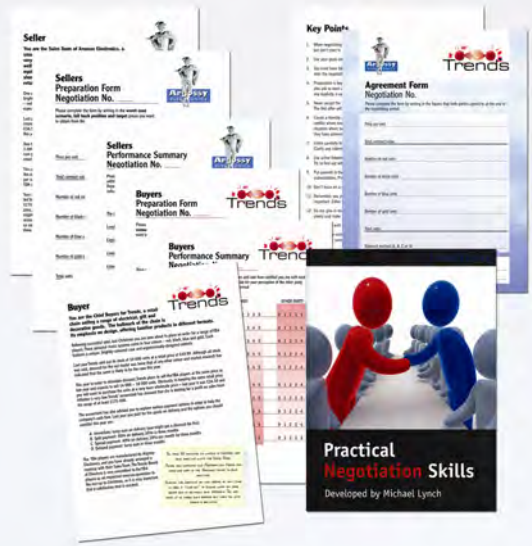
Really useful activity. Highlights all the *key learning points* through a realistic situation. Gives everyone the opportunity to participate. Highlights areas for improvement for personal development plans. All the Northgate activities we use are *great* in delivering exactly what we want.

H. John, John Smith & Son Group



I ran Practical Negotiation Skills with two groups so we could compare their approaches - and that *worked really well*.

Chris Chin, Director, Curious Learning



Trainer's role (full guidance supplied in Trainer's Notes)

- Introduce the activity.
- Divide the group into teams of Buyers and Sellers.
- Issue Team Briefs and Preparation Forms.
- Allow 40 minutes for teams to prepare for the negotiation and complete the preparation forms.
- Allow teams to meet at 'negotiation tables', observing the teams in action.
- After 40 minutes issue Agreement Forms for completion by each team. Then issue Performance Summary Forms to each team for completion.
- Lead a Debrief on the issues raised, relate back to the workplace and issue Key Points Handout.

Northgate says...

Teams not only plan for negotiation between a Buyer and Seller but complete forms to analyse their own performance and that of the other side, allowing for in-depth learning about the negotiation process and what contributes to success.

Ordering is easy!

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Fast delivery

Digital files are accessed via our online Trainerhub and the hard copy pack is sent via courier:

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£39 International (1-5 working days)

Our guarantee

If you are not 100% happy we offer a 30-day no-quibble returns service on unused goods.



Northgate customers

