



# Successful Negotiations Training

## Seminar objective

The objective of this seminar is to maximize your persuasion skills to close the best deals in agreements and negotiations. In addition, you will be equipped with the right tools to resolve differences and problems to achieve your desired goals. For a long lasting result, this practical course will give you the opportunity to practice and get a deep insight to enhance your negotiation skills.

## Seminar content

### Understanding negotiations:

- Phases of negotiations and meetings
- Five important aspects for every negotiation
- The important differentiation between short- and long-term results
- Concepts for negotiations: Harvard Concept, non-directive concept by Carl Rogers, the win-win concept by Thomas Gordon

### Managing negotiations:

- Developing negotiation strategies
- The search for integrating solutions for negotiations
- Traps and dead ends during negotiations
- Important methods of meeting and conference techniques
- How to ensure results
- Minutes, Summary Record and Report

### Self-awareness and interpersonal dynamics:

- The important role of emotions in negotiations and meetings
- The influence of certain personality traits of the participants
- Objective and rational or emotional and aggressive?
- How to deal with difficult opponents
- How to steer the tension level during negotiations
- Maintaining your standpoint while remaining friendly
- Negotiating with several partners

## Methodology

Targeted exercises Trainer-input Individual and group feedback

## Target audience

The successful negotiations training is perfect for professionals of all fields of work, who want to both brush up their English skills and master the skill of successful negotiation.

### Course ref.

ENG8000

### Participants

not more than 9 participants

### Schedule

Day 1: 10:00 am - 5:00 pm

Day 2: 9:00 am - 4:00 pm

### Location & dates

#### Münster

05.12.2024 – 06.12.2024

14.04.2025 – 15.04.2025

04.12.2025 – 05.12.2025

#### Frankfurt am Main

12.09.2024 – 13.09.2024

17.02.2025 – 18.02.2025

28.08.2025 – 29.08.2025

### Fee

1.150,00 € (ex. VAT)

1.368,50 € (inc. VAT)

Price includes comprehensive training documents, coffee and tea, and lunch.



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Ich melde mich/Wir melden uns zu folgender Veranstaltung an:

1. Teilnehmer

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Name/Vorname

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E-Mail

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Mobilnummer

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Veranstaltung                      Seminarcode

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Firmendaten/Rechnungsempfänger

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Firma

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2. Teilnehmer

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Anzahl der Mitarbeiter in Ihrem Unternehmen

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Unterschrift