

NEGOTIATION

Advanced Red Sheet[®] Course



This is our most popular negotiation course and helps prepare and equip delegates with the theory, tactics and practical experience of negotiation that enable outstanding results. It provides winning approaches for negotiation planning and helps those who attend, build the confidence and capability to take on any negotiation. Delegates explore in-depth, all aspects of negotiation and negotiation planning.

This course will help ensure you don't leave money on the table. It will enable delegates to secure winning outcomes from each negotiation they do, to stay in control of the negotiation process and to have confidence in their approach no matter what the scenario. Included is a module on personality, with the option of a full psychometric assessment to evaluate individual negotiation style as well as a module on negotiation across cultural boundaries. Negotiation tactics and techniques are covered in-depth as well as body language and verbal language. Delivered as a series of live, instructor-led, online workshops, during these highly interactive sessions delegates get to witness first-hand some of the winning approaches and even try putting some into practice. The program culminates in a full, team-based role play negotiation, via web conference, which is recorded and supplied to delegates after the workshop.

This course is CPD certified, meaning the learning activity has reached the required Continuing Professional Development standards and benchmarks for integrity and quality. It also holds the IFPSM: Programme Accreditation Standard (PAS) and counts as credit towards the Positive Purchasing Master Practitioner in Strategic Procurement programme.

This course is suitable for:

- Procurement professionals
- Sales professionals
- Internal negotiators
- Security professionals (kidnap and ransom)
- Anyone who wants to develop negotiation capability

You may also be interested in:

- **Digital negotiation platforms** – A range of platforms that provide everything you need to enhance negotiation capability and secure winning outcomes every time. Powered by the Red Sheet negotiation methodology, they bring together a proven process, expert tools, resources and the option of digital learning. Choose from Ruby, the guided negotiation plan creator[®] with intelligent workflow to collaborate and plan negotiations with your global team, Ruby+ which takes your negotiation planning a step further with an added suite of resources, and Red Sheet Classic, the online negotiation platform to help you utilise our popular paper-based negotiation tools. Available on an annual subscription basis, with significant discounts if purchased with online/classroom training.
- **Negotiation competency assessment** – Future-proof your organization's capability, align skills development to strategic goals.
- **Individual psychometric assessment** – Evaluate your own negotiation style and obtain a full personalised report that illustrates your negotiation traits and how to adapt your behaviours for specific negotiations.
- **Negotiation for Procurement & Supply Chain Professionals** by Jonathan O'Brien – Winner of the ACA-Bruel specially commended award by the Association of Purchasing and Supply Chain (CESA) of HEC School of Management in Paris – a must for any procurement negotiators. Includes the Red Sheet methodology and written with the procurement professional in mind. The author is also available to lead some courses.
- **Red Sheet supplies** – Range of physical Red Sheet supplies: Red Sheet posters, Red Sheet Lite deskpads, Red Sheet Nano notepads, and other Red Sheet merchandise – powerful tools to show the other party you mean business!
- **Negotiation practice support** – Online coaching for your team, together with Ruby, to guide, help plan and execute winning negotiations.
- **In-house courses** – This course can also be delivered exclusively for your company either online, or as a classroom event at almost any location worldwide. We charge per event based on a maximum of 16 delegates. Course contents are modular, customizable and adaptable to meet your organization's specific requirements. Different language options are also available..

Positive Purchasing Terms and Conditions for Public Training Courses, incorporating License Agreement for online platforms where access is provided, apply. A copy is available upon request. For classroom events, unless stated otherwise in the course prospectus, our fees (which are exclusive of VAT) include the cost of the training venue and refreshments, including lunch, during the training day. They do not include other meals, delegate travel costs or the cost of delegate accommodation which are your responsibility. Unless otherwise agreed, all intellectual property used in training or in hand-outs remains the property of Positive Purchasing Ltd and is provided on the basis that it is for use by the delegate who attends the training event in a personal capacity or in the course of their work for the corporate entity which has made the booking. Unless otherwise agreed, no electronic versions of the training materials will be provided. Making copies of, transmitting or distribution of any Positive Purchasing training materials is strictly forbidden unless we have provided a license to do so. Our payment terms are strictly 15 days from receipt of invoice.

Course Content

Introduction to negotiation

- Introduction to negotiation and the different types of negotiation
- Match your negotiation approach to the situation, your objectives and type of relationship required
- Planning the negotiation event using Red Sheet
- Engaging stakeholders to support a negotiation
- Tactics to open and explore

Culture and personality - how to adapt the negotiation approach

- Negotiating across cultures
- Negotiator personality and adapting behaviour for the negotiation
- Assessing the other party

Power in negotiation

- Negotiating remotely
- Power balance and how to influence it
- Using game theory to structure the negotiation approach

Planning for a winning outcome

- Building a concession strategy
- Planning the negotiation event
- Managing the negotiation event
- Tactics to bargain and deal
- Dirty tactics and countermeasures

Body and verbal language

- Body language – How to read your opponent, how not to give the game away
- Use of verbal language – Challenging non-specific language and using it to your advantage

Negotiation role play

- 2 x team negotiations (video recorded and supplied to delegates post workshop)
- Team negotiation feedback
- Post-negotiation reviews and lessons learned

Learning Objectives

By the end of this course delegates will be able to:

- Describe different types of negotiation
- Structure, plan and execute complex negotiations
- Adapt negotiation for culture
- Match individual personality to the negotiation and adapt behaviour
- Determine and change the balance of power and the game being played in a negotiation
- Determine requirements and outcomes and develop a concession strategy
- Begin to apply techniques around body language and verbal language to a negotiation
- Apply a selection of tactics and techniques to help secure outcomes
- Conduct a post-negotiation review

What You Will Get

This training course is delivered by negotiation expert Jonathan O'Brien, live, online, as a series of six workshops.

Delegates will receive:

- A full colour Red Sheet workbook
- A starter supply of Red Sheet posters
- A country-by-country culture guide
- A negotiator's guide to all popular tactics and techniques
- Copies of all case studies and group work exercises
- An MP4 video of their negotiation role play
- A copy of the book, Negotiation for Procurement and Supply Chain Professionals, by Jonathan O'Brien
- A certificate for all delegates who complete the course
- A 3-month subscription to Red Sheet Classic (online courses only)