



Project Managers Network

Creating capability in Project Management



**Project Managers Network**

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## The Art of Negotiations

This intensive workshop teaches the principles of win-win negotiations through hands-on practice, negotiating a realistic case study deal. Participants form into teams that play either buyer or supplier, and are guided through all the stages and aspects of making a deal, including contractual considerations.

Presentation notes are provided as well as regular feedback by the Lecturer on each teams performance at each stage of the Negotiations process.

The presentations will cover:

- Principles of win-win negotiations
- How to plan for negotiations
- Opening discussions with the other party – and if required dealing with their “dirty tricks”
- How to gain more information to allow options to be explored
- Considering options and obtaining agreement
- Contract issues and the final deal
- Review of the process used and outcomes

A detailed case study used in the workshop will be distributed in advance of the course.

### **Audience**

Anyone engaged in negotiations in large or small organisations, either as buyers or sellers.

The workshop will help you to improve how your organisation conducts negotiations by providing alternative approaches.

### **Logistics:**

The workshop is over two days (from 9.00 am to 5.00 pm with morning, lunch and afternoon breaks) with teams negotiating a deal based on case study.

The process is staged and each stage is reviewed to ascertain what we have learnt.

Group have team meetings where they prepare for the subsequent joint team session where the negotiations with other party occur.

## Negotiations Course outline

DAY 1
<ul style="list-style-type: none"> <li>• Introduction to the course</li> <li>• Module 1 - Negotiation principles</li> <li>• Introduction to case study - establish teams</li> <li>• Module 2 – Planning for negotiations</li> </ul>
<ul style="list-style-type: none"> <li>• Team Exercise on Planning for Negotiations</li> <li>• Review Planning session</li> <li>• Module 3 – Opening the Negotiations</li> </ul>
<ul style="list-style-type: none"> <li>• Team exercise – preparation for Opening</li> <li>• Joint teams exercise on opening</li> <li>• Review Opening exercise</li> <li>• Module 4 – Information gathering</li> </ul>
<ul style="list-style-type: none"> <li>• Team prep for Information gathering</li> <li>• Joint team exercise - Information gathering – session 1</li> <li>• Each Team reviews previous exercise</li> <li>• Joint team exercise - Information gathering – session 2</li> </ul>
DAY 2
<ul style="list-style-type: none"> <li>• Group review of overall Information gathering exercise</li> <li>• Module 5 – Option analysis and agreement</li> <li>• Each team performs analysis</li> </ul>
<ul style="list-style-type: none"> <li>• Joint team exercise – Information gathering –session 3</li> <li>• Each team prepares for Option analysis and agreement</li> <li>• Joint team exercise on Option analysis/agreement -</li> <li>• Group review of above exercise</li> <li>• Joint team exercise on Option analysis/agreement</li> </ul>
<ul style="list-style-type: none"> <li>• Module 6 - Contract issues</li> <li>• Each team discusses above and prepares</li> <li>• Joint exercise on Negotiating the final deal</li> </ul>
<ul style="list-style-type: none"> <li>• Group review of the “deal” obtained</li> <li>• Module 7 – Review of overall process</li> <li>• Review participants problems raised for closure</li> </ul>