301-258-8200 | Sales@PhoenixTS.com | www.PhoenixTS.com

View Full Course Details including Latest Schedule Online

PHOENIX TS

Negotiating for Results Training

BONUS! Cyber Phoenix Subscription Included: All Phoenix TS students receive complimentary ninety (90) day access to the Cyber Phoenix learning platform, which hosts hundreds of expert asynchronous training courses in Cybersecurity, IT, Soft Skills, and Management and more!

Course Overview

Phoenix TS' instructor-led Negotiating for results course teaches participants about the essential elements of negotiation within the Federal Workplace. This training will address:

- Preparation, delivery, and techniques to develop their communication skills
- Creating sustainable agreements with others

Schedule

Currently, there are no public classes scheduled. Please contact a Phoenix TS Training Consultant to discuss hosting a private class at 301-258-8200.

Course Outline

Module One: Getting Started
Module Two: Understanding Negotiation
• The Three Phases
• Skills for Successful Negotiating
Module Three: Getting Prepared
• Establishing Your WATNA and BATNA
• Identifying Your WAP
• Identifying Your ZOPA
• Personal Preparation
Module Four: Laying the Groundwork
• Setting the Time and Place

10420 Little Patuxent Parkway Suite 500 Columbia, MD 21044

- Establishing Common Ground
- Creating a Negotiation Framework
- The Negotiation Process

Module Five: Phase One – Exchanging Information

- Getting off on the Right Foot
- What to Share
- What to Keep to Yourself?

Module Six: Phase Two – Bargaining

- What to Expect
- Techniques to Try
- How to Break an Impasse

Module Seven: About Mutual Gain

Three Ways to See Your Options

- About Mutual Gain
- What Do I Want?
- What Do They Want?
- What Do We Want?

Module Eight: Phase Three – Closing

- Reaching Consensus
- Building an Agreement
- Setting the Terms of the Agreement

Module Nine: Dealing with Difficult Issues

- Being Prepared for Environmental Tactics
- Dealing with Personal Attacks
- Controlling Your Emotions
- Deciding When It's Time to Walk Away

Module Ten: Negotiating Outside the Boardroom

- Adapting the Process for Smaller Negotiations
- Negotiating via Telephone
- Negotiating via Email

Module Eleven: Negotiating on Behalf of Someone Else

- Choosing the Negotiating Team
- Covering All the Bases
- Dealing with Tough Questions

Module Twelve: Wrapping Up

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Phoenix TS is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints re-garding registered sponsors may be submitted to the National Registry of CPE Sponsors through its web site: www.nasbaregistry.org

Starting at **$1,095**

ATTENTION

For GSA pricing or Contractor quotes call 301-258-8200 – Option 2.

GSA

Price Match Guarantee

We'll match any competitor's price quote. Call us at 240-667-7757.

Included in this **Negotiating for Results Training**

- %day% instructor-led training
- Negotiating for Results Training training book
- Notepad, pen and highlighter
- Variety of bagels, fruits, doughnuts and cereal available at the start of class*
- Tea, coffee and soda available throughout the day*
- Freshly baked cookies every afternoon*