



International Training
Center Paris

TRAINING SCHEDULE

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NEGOTIATION AND INFLUENCING SKILLS FOR LEADERS

Overview:

The Negotiation and Influencing Skills for Leaders training is designed for leaders who want to enhance their abilities to negotiate and influence outcomes in their professional and personal lives. This training is based on the premise that negotiation and influencing are essential skills for leaders to succeed in their roles. Participants will learn techniques and strategies for achieving their desired outcomes, building stronger relationships, and collaborating more effectively with others.

Objectives:

- Develop an understanding of the key principles and concepts of negotiation and influencing skills
- Identify the different styles of negotiation and influencing and determine which one is most effective for a given situation
- Learn how to prepare for negotiations and influencing situations by setting clear objectives, understanding stakeholders, and assessing risk
- Develop techniques for building rapport and trust with others, including active listening and empathy
- Learn how to identify common negotiation tactics and how to respond to them effectively
- Practice negotiation and influencing skills through role-plays and case studies
- Gain confidence in using negotiation and influencing skills in various professional and personal situations

Upon completion of this training, participants will have a greater understanding of the principles and concepts of negotiation and influencing, and will be able to apply these skills in various professional and personal situations. By building their confidence in these areas, participants will be better equipped to achieve their desired outcomes, build stronger relationships, and collaborate more effectively with others.

Targeted Groups:

- Managers engaged in negotiations
- Team leads navigating stakeholder interactions
- Leaders aiming to influence decisions effectively
- Professionals seeking negotiation strategies
- Individuals focusing on persuasive communication

Planning:

Day 1: Introduction to Negotiation and Influencing Skills

- Understanding the principles and concepts of negotiation and influencing
- Identifying the different styles of negotiation and influencing and their strengths and weaknesses
- Assessing your personal negotiation style and identifying areas for improvement

Day 2: Preparing for Negotiation and Influencing

- Setting clear objectives and identifying stakeholders
- Assessing risk and developing a plan
- Building rapport and trust with others through active listening and empathy

Day 3: Tactics and Strategies for Negotiation and Influencing

- Identifying common negotiation tactics and how to respond to them
- Developing effective strategies for achieving desired outcomes
- Practice negotiation and influencing skills through role-plays and case studies

Day 4: Handling Difficult Negotiation and Influencing Situations

- Identifying difficult negotiation and influencing situations and how to handle them
- Managing emotions and conflict during negotiations and influencing situations
- Developing win-win solutions that satisfy all parties

Day 5: Applying Negotiation and Influencing Skills in Leadership

- Integrating negotiation and influencing skills into leadership roles
- Developing action plans for continued learning and improvement
- Review and wrap-up of the training