

Seminars

Real World Negotiating™ is our flagship course and has been the negotiating seminar of choice for purchasing, procurement and supply chain professionals across North America, South America, Europe and Asia. Customized to each company's particular needs, the seminar provides a wide variety of highly effective, practical and readily useable negotiating skills.

PROGRAM OUTLINE:

- The Four Negotiating Styles
- Learn to Identify the Four Styles
- Understand the Strengths and Weaknesses of Each
- Identify Your Own Style
- How to Increase Your Negotiating Effectiveness with a Knowledge of Styles
- Preparation and Planning
- The Planning Grid
- Comprehensive Preparation Worksheet
- How to Rehearse Effectively
- The Pre-Negotiation
- Information is Power
- How to Conduct the Most Effective "Fact Find"
- The Devastating Impact of "Back Door Selling"
- How to Begin the Negotiation
- Why the Opening Minutes are So Critical
- Five Things that Must be Established Early
- Staying Assertive, Confident and Non-Manipulated
- Learn How to Respond To and Use "Broken Record"
- Learn Effective "Deflecting" Techniques
- Recognize "Workable Compromises" as They Evolve
- Develop the Skill of "Rational Inquiry"
- "Self-Disclosure" - How and When to Use It
- How to Deal With and Use "Silence"
- The Ten Laws of Negotiating
- How to Trade Rather than Give Concessions
- Know Your Leverage - When and How to Use It
- The Opening Minutes are Critical - So Watch Your Words Carefully
- Re-Focus the Negotiation on Your Agenda
- Aim High Enough to Give Yourself Room to Move
- Get the Seller's Whole Shopping List How to be Tough on the Issues - But Gracious With People Before Trading Anything
- Plus more power-packed guidelines!
- How to Fight a Price Increase
- Tools of the Trade
- Time-out
- Limited Authority
- Deadline
- Surprise
- Silence
- "Good Guy - Bad Guy"
- Escalation
- Take It or Leave It
- How To Break a Deadlock
- Introductory Sessions On:
 - How To Deal With Back Door Selling
 - Negotiating With Single and Sole Source Suppliers

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One of the most critical factors in achieving optimum results in negotiations is proper planning and preparation prior to the negotiation. In the hectic pace of the business world, proper preparation for upcoming negotiations can be easily overlooked or, at best, given very little time. Denying the preparation phase of the negotiation proper attention can be

extremely costly to a business and/or an individual.

How to Strategically Prepare for a Negotiation is a one-day, hands-on, interactive course on a practical procedure to plan and prepare for any negotiation in the buyer/seller arena. Taught from the perspective of the business setting, the skills are easily transferable to interpersonal situations area as well.

The emphasis is on a systematic, time efficient, results-producing method of preparation that can be used for any level of negotiations.

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Few negotiations are more difficult than those with Single and Sole Source Suppliers. With seemingly little or no negotiating leverage for the buying company, even minor concessions from the supplier seem grueling to obtain.

The situation is often not only painfully frustrating - but extremely costly to the buyer company. Can anything be done to increase leverage with single and sole source suppliers?

As this 2-day workshop emphasizes, the answer is a resounding YES!

Part 1 delves into 12 classic sources of leverage that our clients use as a "checklist" in preparing for Single and Sole Source negotiations.

Part 2 moves to the next step: How to progress from building leverage to designing a full-fledged negotiating strategy.

The workshop is definitely meant to involve BOTH purchasing and technical people as well as other support people who deal with single and sole source suppliers.

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Back Door Selling is a whole series of probing questions that salespeople are meticulously taught to ask - primarily technical people - well in advance of the formal negotiations.

Sellers are taught to frame these questions in such a manner that the people being questioned unwittingly provide the answers - unaware that these answers are "giving away the Negotiating Store." Unless a company deals with the overflow of information via Back Door Selling, negotiations may be over before they start!

Used nationwide at such companies as Honeywell, Rockwell, John Deere, Texas Instruments, Delphi Automotive and many others, this 3-hour workshop will: 1) identify Back Door Selling questions, 2) provide an understanding as to why the salesperson is asking these questions, and 3) build confidence with specific responses your people can use immediately.

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