

## **BVCA Skills of Negotiating Course Residential course, Buckinghamshire**

### **THE TOPIC**

The negotiating process is at the heart of our lives. Few people get 100% of what they want 100% of the time.

The implementation of our decisions requires the active co-operation of others whose agendas, objectives, strategies and values may be totally different. Intra- and inter-company, domestic and international relationships all involve negotiating workable solutions. Without negotiation the result is deadlock, lost deals, business failures etc.

The purpose of this course is:

- To demonstrate the structure of the negotiating process
- To illustrate good negotiating practice
- To identify the key skills
- To allow you to practice these in four or five live negotiating sessions

### **THE OUTCOMES**

When combined with your technical, managerial and cultural experience, this course will allow you:

- To identify potential or actual conflicts and negotiating opportunities more swiftly
- To resolve them faster, more satisfactorily and more creatively
- To build more open "partnership" relationships
- To build confidence and make negotiating a more satisfying experience
- To help you achieve your chosen business and personal objectives

### **THE METHODS**

The course will have a maximum of 12 participants. You will operate in teams of three or four with allocated tasks.

There will be a series of five short lectures followed by team preparation, team negotiation and team evaluation of the resulting videos with the two course tutors. This course is not about personal appraisal although you will be able to form your own views of your own performance.

The course tutorial style is to comment on what went wrong, to analyse this using the process and to suggest improvements. This commentary is done with humour and does not punish individual behaviour. Course materials are kept to the minimum and those that will be useful in the future are given in a compact and convenient format.

### **OBJECTIVES**

In advance of the course you will be asked to list your objectives and key areas of focus.