



## Module 8 Negotiation Skills

**Dates:** 11 March 2010  
27 May 2010  
21 October 2010

**Location:** The Link Room  
Antalis Ltd  
Gateway House  
Interlink Way West  
Coalville, Leicestershire LE67 1LE

**Trainer:** Moir Ferguson

### **Suitable for:**

All staff who have a requirement to negotiate with suppliers. This module is particularly useful for participants who have not had previous negotiation training or who wish to improve their negotiation skills/confidence.

### **Learning outcomes:**

On completion of this unit, delegates will be able to:

- Describe the eight step approach to negotiating.
- Demonstrate their ability to prepare for a negotiation meeting.
- Define their goals.
- Propose and bargain in a manner that is suitable to achieve their desired outcomes.
- Practice and improve their negotiation abilities in a safe simulation.