



# NEGOTIATION FUNDAMENTALS



## Course Overview:

This 1-day practical hands-on training course is focused on developing your knowledge and skills to plan and progress a negotiation.

It provides a very comprehensive insight into the many different negotiation techniques and looks at both process and the human factors that are essential to achieve win-win negotiations.

The course includes workplace templates for the required planning and documenting the negotiation outcomes.

## Who Should Attend:

- Contract Managers;
- Contract Administrators;
- Project Managers;
- Project Administrators;
- Procurement Officers;
- Managers; and
- Negotiators.

## Education Formats:

This course is available in both a public face-to-face format and an in-house industry specific customised formats.

## Key Course Contents:

- Negotiation Life Cycle
- Requirement for a Contract Agreement
- Invitation to Treat
- Offer and Acceptance
- Pre-written Statements
- Requirements for a Contract
- Determining Negotiation Positions
- Undertaking Opponent Research
- Recognising Value Propositions
- Planning a Negotiation
- Understanding Body Language
- Understanding Behavioural Styles
- Establishing the Negotiation Environment
- Negotiation Techniques
- Managing Emotions
- Executing the Negotiation
- Documenting the Negotiation Outcomes

Contact Todd Hutchison on 0422 532 775

[www.bmlegaladvisors.com.au](http://www.bmlegaladvisors.com.au)

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