

HOW TO NEGOTIATE SUCCESSFULLY

Workshop - 3 hours **\$215.00 plus gst**

One-to-one training (per hour) **\$180.00 plus gst**

To negotiate effectively is a valuable business and life skill. At this workshop you will learn how to get the best possible outcomes from your negotiations. Gain some practical tips, tools and techniques to become skilful at preparing for, conducting and closing negotiations. Learn how to build profitable working relationships.

WHO SHOULD ATTEND:

Those who negotiate with staff, managers, suppliers, customers and unions

BENEFITS:

- ▶ Learn how to prepare for and implement negotiations
- ▶ Improve your negotiation skills (for business and life)

TOPICS:

- ▶ Negotiation styles
- ▶ Barriers to negotiation
- ▶ Principled bargaining
- ▶ Possible outcomes
- ▶ The Five Stages of negotiation
- ▶ Applying negotiation skills
- ▶ Negotiating on the telephone

REGISTRATIONS:

Contact Natalie on 869-1445

Email: gistraining@bdo.co.nz

Online: www.buseducation.com

IN-HOUSE TRAINING:

Would your organisation benefit from customised training? We will deliver any of our programmes in-house and tailor them to the specific needs of your organisation.

CANCELLATION POLICY:

If a registrant wishes to cancel, five working days notice is required to receive a refund, less a 10% administration fee. If you are unable to give five working days notice, arrangements can be made at the discretion of BDO Training to transfer to another workshop or for another person to attend. Unless such notice is given, full workshop fees are payable and refunds will not be given.

BDO Training reserves the right to cancel or postpone a workshop. At this time you can either:

1. Receive one-on-one training on the workshop topic; or
2. Transfer to another workshop (if you are using a NZTE Capability Development Voucher, please contact the Regional Partner to see if this can be transferred); or
3. Have the workshop fee refunded in full.