



Successful Negotiations Training

Seminar objective

The objective of this seminar is to maximize your persuasion skills to close the best deals in agreements and negotiations. In addition, you will be equipped with the right tools to resolve differences and problems to achieve your desired goals. For a long lasting result, this practical course will give you the opportunity to practice and get a deep insight to enhance your negotiation skills.

Seminar content

Understanding negotiations:

- Phases of negotiations and meetings
- Five important aspects for every negotiation
- The important differentiation between short- and long-term results
- Concepts for negotiations: Harvard Concept, non-directive concept by Carl Rogers, the win-win concept by Thomas Gordon

Managing negotiations:

- Developing negotiation strategies
- The search for integrating solutions for negotiations
- Traps and dead ends during negotiations
- Important methods of meeting and conference techniques
- How to ensure results
- Minutes, Summary Record and Report

Self-awareness and interpersonal dynamics:

- The important role of emotions in negotiations and meetings
- The influence of certain personality traits of the participants
- Objective and rational or emotional and aggressive?
- How to deal with difficult opponents
- How to steer the tension level during negotiations
- Maintaining your standpoint while remaining friendly
- Negotiating with several partners

Methodology

Targeted exercises Trainer-input Individual and group feedback

Target audience

The successful negotiations training is perfect for professionals of all fields of work, who want to both brush up their English skills and master the skill of successful negotiation.

Course ref.

ENG8000

Participants

not more than 9 participants

Schedule

Day 1: 10:00 am - 5:00 pm

Day 2: 9:00 am - 4:00 pm

Location & dates

Münster

05.12.2024 – 06.12.2024

14.04.2025 – 15.04.2025

04.12.2025 – 05.12.2025

Frankfurt am Main

12.09.2024 – 13.09.2024

17.02.2025 – 18.02.2025

28.08.2025 – 29.08.2025

Fee

1.150,00 € (ex. VAT)

1.368,50 € (inc. VAT)

Price includes comprehensive training documents, coffee and tea, and lunch.



FAX-ANMELDUNG +49 251 20205-99

Internet: www.kitzmann.biz
E-Mail: info@kitzmann.biz
Telefax: +49 251 20205-99

Ich melde mich/Wir melden uns zu folgender Veranstaltung an:

1. Teilnehmer

Name/Vorname

E-Mail

Mobilnummer

Veranstaltung Seminarcode

Ort Termin

Firmendaten/Rechnungsempfänger

Firma

Rechnung (Name)

Straße/Nummer

PLZ/Ort

Telefon/Fax

Branche

Datum

2. Teilnehmer

Name/Vorname

E-Mail

Mobilnummer

Veranstaltung Seminarcode

Ort Termin

Anzahl der Mitarbeiter in Ihrem Unternehmen

Kundennummer

Anmeldebestätigung (E-Mail)

Unterschrift