

PROJECT NEGOTIATIONS

unstuck!



Project managers negotiate for scope, resources, schedule, quality, and budget. They deal with vendors, managers, sponsors, customers and team members.

Many times negotiation is viewed as a series of give and takes and compromise. This seminar demonstrates that negotiation is far more than that! You discover how to negotiate more successfully as well as resolve conflicts with increased effectiveness.

What You Will Learn

You will discover:

- How to be more successful in your conflict resolution and negotiations by having a different mindset in viewing negotiations.
- The basic concepts of negotiation along with a step by step process on negotiation.
- Discerning methods to help you identify the real problem, understand it from the other's point of view and generate solutions that are beneficial to both parties.
- How to work better to complete your projects with more overall efficiency.
- How to use a communications style assessment to help you understand yourself better and how you approach negotiation. The assessment demonstrates how others might negotiate and act as well, giving you valuable insider information in the negotiation process.

How You Will Benefit

You benefit from attending this seminar by being able to improve your positions when you negotiate for budget, schedule, scope, and quality. You will improve your ability to handle conflict and improve your relationships with other key stakeholders.

Course Outline

The seminar covers the basic definitions of negotiation strategies and the misconceptions that occur. The course covers key skills, techniques, and strategies that

are used in effective negotiations.

- Why negotiate?
- Issues and characteristics in negotiation
- Similarities in handling conflict
- Untruths in effective negotiation
- Improving your listening skills
- Personality styles and communication styles affect negotiation
- Creating a strategy and plan for negotiations
- Closure and Finalizing Agreements
- Negotiating Best Practices

These best practices in negotiating practices can be immediately put to work in your project teams and management teams. These top best practices are:

- Focusing on the interests of the stakeholders and not so much their positions
- Working to solve the other person's problems
- Framing the conversations and environment with a flexible viewpoint
- Viewing the negotiations as a means to increase the total and not divide the deal
- Being proactive in exploring options for mutual gain
- Increasing the total
- Understanding your alternatives
- Using objective standards to resolve competing interests
- Separating people from the problem

The seminar uses videos, break out groups, role plays, and lecture with discussions.

Who Should Attend

Project managers, project coordinators, business analysts, project team members, functional supervisors and other business professionals who want to negotiate their best terms of an agreement.

Delivery Format:

One day instructor-led