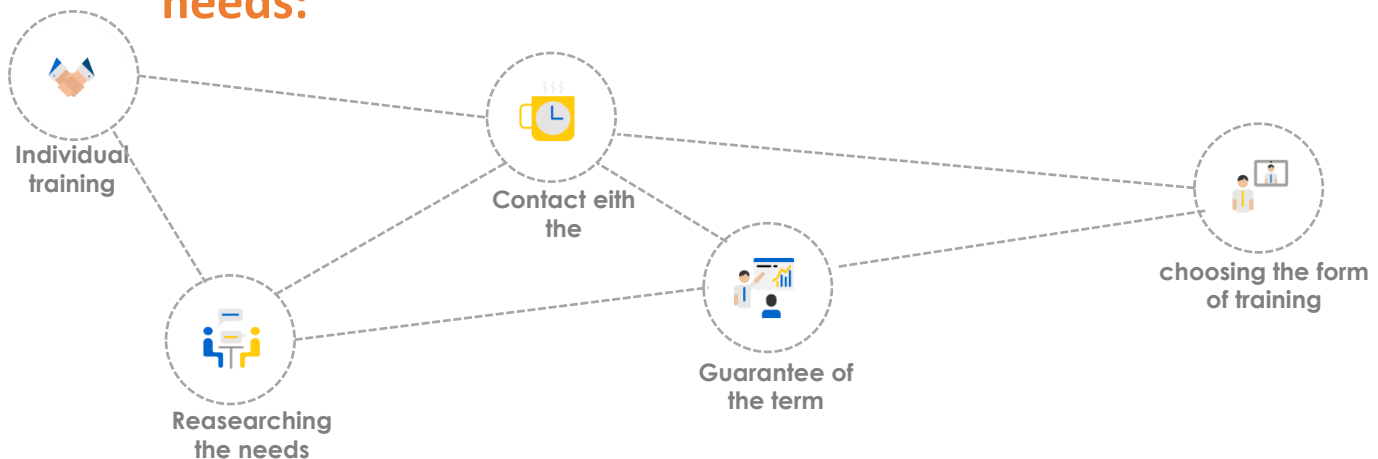


Win-win negotiations - level I+II

#1 How to increase your own negotiating power and assertiveness?

- How to be more self-confident and more assertive when the other party expects better conditions? So how not to give back,
- What is negotiating power and how does **BATNA** affect it?
- Methods for increasing the negotiating power regardless of the strength of the other party to the negotiations,
- How to use the advantage in negotiating power to success for both sides of the negotiation?
- Techniques of increasing your own negotiating power by recognizing and lowering the strength of the other party to negotiate:
 - Stock-up technique,
 - Accessibility technique,
 - Technique for service,
 - Technique on the client,
 - Technique for plans,
 - Technique for profitability,
 - Technique for opinions,
 - The technique at the end.

How we take care of your needs:



Win-win negotiations - level I+II

#2 Psychological tricks and tactics during negotiations

- **How to recognize bluff and lying by facial expressions and micromimics?** *(in the live online version, you will learn and in the stationary version - you will also experience it live),*
 - When and which tactics are worth using?
 - How is a tactic different from a psychological trick?
 - How to argue in response to the tricks or tactics used?
 - Where is the line between persuasion and manipulation?
 - What is the role of ethics in negotiations?
- **How to recognize manipulations and negotiation tricks and deal with them turning them to your advantage:**
 - A valuable concession,
 - Good - bad cop,
 - What if ...
 - Door to face
 - A reward in paradise,
 - For the good start,
 - Incomplete powers of attorney,
 - Time manipulation,
 - Depreciation,
 - Seeming concessions,
 - Prosthesis (also called 'broken leg'),
 - Test balloon,
 - Empty wallet,
 - Nibbling,
 - Foot in the door
 - Successful shock,
 - The principle of competition,
 - Walk away from the table.

we conduct the training in the formula:

- ✓ stationary
- ✓ on-line
- ✓ hybrid - MIX

Win-win negotiations - level I+II

#3 Negotiation styles - "Positional negotiations"

- How to open auctions and run them fairly?
- How to make a proposal?
- When to stop bidding and when to withdraw?
- How to negotiate positional and not get entangled in positions?
- Why is ZOPA not a common budget range on both sides of the negotiations?
- How to establish ZOPA in an auction?
- How can you bury negotiations with ZOPA's miscalculation?
- What is the importance of BATNA and WATNA for ZOPA?
- Why is it not worth relying on leaks about the other negotiating party's budget?
- 5 mistakes - how does unskillful bidding during negotiations cause that the other party of the negotiations will expect even greater concessions?
- 5 rules thanks to which the auctions will not turn against you,



- How to use the "Door in the Face" tactic in auctions so as not to destroy your credibility?
- How to lower the position in the auction to still have authority and a strong position and increase the probability of "closing" the contract?

#4 Negotiation styles - "Win-Win"

- How do I move from negotiated bidding to business?
- What are interests in negotiation?
- How is it done in practice - no one loses, no one gives up, everyone gains?
- How to conduct negotiations according to the Win-Win style?

#5 Negotiation styles - "Hard negotiations"

- How to use policy (e.g. price policy) to create the foundations for a hard negotiating style?
- How to make a tough negotiating style acceptable and even respected by the other party to the negotiations?
- What to base a hard negotiating style on so that it is not just a bluff?

Win-win negotiations - level I+II

#6 4WIN™ - methodology and algorithm for achieving the Win-Win effect

- How to go beyond bidding?
- How to enter a more advanced level of negotiation than interests?
- How to recognize the beliefs of the other party in the negotiation?
- How to navigate the map of convictions of the interlocutor-negotiator?
- How to distinguish in the interlocutor-negotiator the convictions crucial for the negotiations from the secondary ones?
- How to use beliefs and values to create an infinite number of solutions that satisfy both parties to the other side of the negotiation?
- How to use the convictions of the other negotiating party to change its position?

#7 How to conduct the negotiation process and meetings?

- How to prepare for negotiation meetings?
- How to conduct a negotiation meeting?
- How to control the course of the meeting and how to regain control?
- How to close the negotiation process and what mistakes to avoid at the final stage of the negotiation?

Win-win negotiations - level I+II

#8 How to get out of the deadlock and avoid breaking negotiations

1. Where does the impasse come from in the negotiations?
2. How to get out of the impasse?
3. How to prevent the negotiations from breaking down?
4. How to leave the negotiating table without burning bridges?
5. How to leave the negotiating table to get an even more competitive proposal?

#9 How to negotiate a Win-Win with a tough and strong negotiator

1. How to open the other side and encourage cooperation,
2. How to build a partnership,
3. Who controls the negotiations and how to build the role of the person controlling the negotiations?
4. How to shift the focus and attention of the other party of the negotiations to the areas you want?
5. How not to succumb to provocation and how to maintain control over negotiations in a situation of provocation?
6. How to guide the other side with the help of 4WIN™ from **digging into positions to discover new solutions that satisfy both** parties.

Negotiation training in your professional situations

Each participant will negotiate all techniques in our tasks, games and simulations, as well as in their own professional situations and other participants. Such a workshop gives you an unprecedented amount of inspiration, exchange of experience and know-how and, above all, provides real, professional training, thanks to which you achieve a faster increase in your negotiating competences and results in relation to classic training.

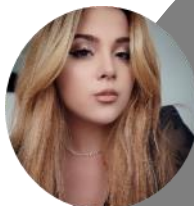
Win-win negotiations– level I+II

#11 Neurolinguistics of the authority to negotiate

1. How to influence the achievement of your negotiating goal using the appropriate sentence syntax and presupposition?
2. How to build your authority and charisma using the appropriate sentence syntax and presupposition?
3. How to negotiate (e.g. contracts) in the comments so as not to discourage the other party,
4. **What to look for** - e-mail and telephone negotiations,
5. What places to take and how to arrange the space in the room?
6. How to greet each other when there are many negotiators, limited space and barriers (e.g. long table)?
7. How to build authority and your own position in negotiations with non-verbal signals (body language and voice)?

#12 How to manage emotions and conflict in negotiations?

1. How to soothe the emotions of the other side of the negotiation?
2. How to control your own emotions and stress?
3. How, in the emotions, on both sides of the negotiations, direct the conversation onto the merits?
4. How to open the other side of negotiations in a conflict and examine its needs?



Have any questions?
Feel free to contact us.

Adrianna Ostrowska
Open Training Coordinator

789 220 112
adrianna.ostrowska@4grow.pl