

Succeed in your international negotiations

Anglais des situations professionnelles

Ref. NS  2 jours



Objectifs

- Prepare a negotiation efficiently.
- Remain constructive, while confronting different standpoints.
- Employ the appropriate strategy and tactics according to objectives.
- Apprehend the difficulties of negotiating in a cross-cultural context.



Pédagogie

- The seminar contains 80 per cent practical exercises with specially written role plays which allow the participants to train in negotiating, while being recorded on video.
- These sessions are followed by analysis of the recording and feedback on the application of the techniques. This feedback is complemented by theoretical input.
- A file of the contents is given to each participant.



Public concerné

Managers, engineers and all persons needing to negotiate in English.



Pré-requis

At least an intermediate level in spoken English. Open also to native speakers.



Préparation

Each participant receives a confirmation of their enrolment 3 weeks before the start of the seminar. This is accompanied by a questionnaire, asking about difficulties encountered, and specific needs relating to the subject.



Et ensuite...

Suivi en situation :

- 3 entretiens téléphoniques d'1 heure, avec un formateur, répartis sur 3 mois
 - Ou 2 heures d'entretien en face à face
- Tarif du suivi : 300 € HT

Stage complémentaire :

- Cross-cultural awareness and skills.



Programme

Preparing a negotiation

- What are the ingredients for success in preparing a negotiation?
- Defining the goal and the objective.
- Setting your outcomes and defining what is non-negotiable.
- Preparing the different arguments and anticipating objections.
- Defining your margin for manoeuvre and what are your possible concessions.

The negotiation meeting

- Consultation
 - Using the techniques of questioning and reformulation to get the necessary information about the other party and their needs.
 - Knowing when to move onto to the next stage of the negotiation.
- Confrontation
 - Developing your arguments.
 - Using the different strategies and their associated tactics.
 - Dealing with objections.
- Conciliation
 - Bringing together the outcomes of each party.
 - Finalising the deal and recapping on what has been agreed.

Bringing the negotiation to a constructive conclusion

- Moving the discussion along.
- How to get past a deadlocked position and negotiate with difficult people.
- How to conclude to the advantage of both parties.

Dealing with cultural differences

- The dimensions of a culture and their effect on negotiating styles.
- Adapting to the culture of the other party.