

Negotiation Skills

Course Overview

The AMMA Negotiation Skills Workshop provides participants with knowledge and skills to enhance their negotiation skills through practical application and coaching.

The one day workshop provides participants with an opportunity to build and hone their skills as an effective communicator and negotiator.

Target Audience

This workshop is recommended for all people within an organisation with people management responsibilities. It is suitable for leading hands up through to managers and employers.

Learning Outcomes

It is expected that on completion of this training course the participants will be able to:

- ▶▶ Understand effective communication techniques;
- ▶▶ Understand the stages of negotiation and negotiation strategy;
- ▶▶ Identify potential strategies and situations facing the other party;
- ▶▶ Understand potential barriers to effective negotiation; and
- ▶▶ Develop strategies to resolve stalled negotiation.

Other courses available in this area:

- ▶▶ Essential Skills for Supervisors
- ▶▶ Communication Skills for the Resources Sector
- ▶▶ Time Management
- ▶▶ Giving and Receiving Feedback (4 hour session)

