

Effective Negotiations in Projects and Procurement



Programme Aim

The aim of this course is to provide participants with the skills and knowledge needed for successful negotiations, including:

- Understanding the principles and dynamics of the negotiation process and how to avoid the common traps in negotiation
- Developing win-win strategies based on analysis of the other parties' needs
- Identifying and actively working on their own negotiation strengths and weaknesses through role-plays

Learning Outcomes

By the end of the programme, participants will be able to:

- Identify the negotiation objectives
- Develop and prepare a negotiation plan and strategy
- Understand the different components of the negotiation process
- Establish a positive and constructive atmosphere at the negotiation table
- Understand the essential skills necessary to be a successful negotiator
- Identify your own strengths and weaknesses at the negotiation table
- Understand and appreciate the impact different cultural backgrounds can have on verbal and non-verbal communication
- Enhance your negotiation skills through role-plays and by applying best practices

Programme Topics

- Defining negotiation and negotiation skills
- Characteristics of the negotiation cycle in projects and procurement
- Negotiation and supply positioning
- Preparing the negotiation process
- Assessing and understanding your own negotiation skills
- Choosing your negotiation team
- Developing a negotiation strategy
- The different stages of negotiation
- Win/Lose vs. Win/Win negotiations
- Distributive vs. integrative negotiations
- Typical tactics and ploys
- Bargaining and persuasion techniques
- Trading and compromising
- Closing of negotiations and readying the agreement for implementation
- Intercultural factors
- Dealing with conflict
- Monitoring implementation
- Role-plays and behaviour rehearsal
- Linking theory and practise

Target Audience

This course is for staff members working in the procurement environment, who are new to negotiations and would like to be well-prepared before embarking into this field. Staff, who are already conducting negotiations but have never had any formal negotiation training, will also find this course educating. The course content and tools provided can be applied to negotiations with both internal and external partners. Requisitioners, technical experts, programme and project staff will also find this course valuable.

Duration

4 days (check the website for locations and dates).

On-line course registration:

www.undp.org/procurement/training.shtml

Cost

US\$ 1,475