

Negotiation Skills for Buyers

Duration:

One day

Objective

Conduct better negotiations with confidence and achieve better outcomes for your organisation. This course uncovers the process, practice and psychology of negotiations for those involved in regular purchasing decisions for their organisation. Delegates will engage in role-play scenarios that will leave them with a new perspective on handling supplier relationships.

Contents

Whose side are you on? – Understanding your responsibility to your organisation throughout the negotiation process.
Win-win – Everybody talks about it, but what happens when the supplier is uninterested in an outcome that suits both parties? This course covers how to ensure that your interests are met – without having to give away more than you are prepared.
The psychology of negotiation – Why people do what they do and how to recognise and take advantage of unusual behaviour.
Understanding the supplier's perspective. What are their 'yard-sticks' and how do they manage their business?
Preparation – Establish your limits and prepare for what you will do if you can't agree.
Opening the negotiation – Taking control, establishing your position and consistently achieving better outcomes.
Conducting the negotiation – Questioning skills and understanding how to 'Trade' properly.
Closure – Clarify the agreed points and ensure the deal sticks.

Who should attend

This course is ideal for everyone who controls purchasing budgets of any size.

Course benefits

By the end of this programme, delegates will: -
Generate the confidence to become a great negotiator – not just an average one.
Understand the psychological interaction between buyer and seller.
Have had the chance to practice their new skills during the course with other delegates from a variety of backgrounds.

Additional information

In tougher economic climates, all organisations need to ensure that they are achieving the best value they can get for their money. This one day programme will properly prepare delegates to negotiate effectively and confidently in all purchasing situations.

Certificates

All delegates who successfully complete this course will receive a certificate of attendance.

Trainers background

The trainer for this course has extensive experience in design and delivery of negotiation skills training. They have been successfully delivering training to both public and private sector organisations for over 15 years and previously held a number of senior management positions in industry.