



Procure

new skills



Procurement and Supply Skills Training Portfolio

DELIVERED BY CIPS FOR BUSINESS

Effective Negotiation

 14 HRS

Is it right for me?

Effective negotiation is a key process for those such as buyers and procurement officers who provide advice and guidance to stakeholders on the performance of procurement and supply.

Are you effective in your negotiations with internal and external stakeholders? Do you demonstrate effective behaviours in conducting commercial negotiations?

This interactive two-day training course will provide you with the knowledge and skills to become an effective commercial negotiator.

What will I learn?

As part of this course, you will have access to pre and post work activities online to help you prepare and reflect on your training. You will learn the need and purpose for negotiation in procurement and supply. We will work through the negotiation process so you can understand the key activities at each phase, including the techniques and tactics used by the best negotiators. We will explore the sources of power in negotiations and the different styles of negotiation that can be adopted. You will have the opportunity to apply your knowledge in a safe environment in the form of a role play to practice your skills with validation from your experienced course tutor.

What are the learning objectives?

By the end of this course, you will be able to:

- Recognise the steps contained within a negotiation process
- Plan and prepare for a negotiation
- Understand and apply different styles of negotiation
- Identify and use a range of techniques and tactics throughout the negotiation process
- Explain the sources of power in commercial negotiations
- Apply learning through negotiation role-play

EFFECTIVE NEGOTIATION

Agenda Day 1

Online pre-work should be completed before day 1

The virtual room will open 15 minutes before your session

Introductions and Aspirations followed by a discussion on pre-work activities

Session 1

What is negotiation?

- Negotiation process
- Stakeholder analysis

Session 2

Preparation and planning phase

- Setting objectives and variables
- BATNA and ZOPA

Session 3

Interaction phase

- Open, test, move, agree
- Negotiation techniques and tactics

Session 4

Post negotiation phase

- Implementing and monitoring the agreement

Review of Day 1

Agenda Day 2

Online reflective learning should be completed before day 2

The virtual room will open 15 minutes before your session

Session 5

Sources of power in commercial negotiations

- Use of power in negotiation

Session 6

Approaches to negotiation

- Negotiation styles
- Supplier relationships

Session 7

Negotiation skills

- Question styles

Session 8

Role play

- Validation and achievement

Review of Day 1 and 2

What's next?

Spot on training

A man with a beard and short hair, wearing a blue shirt and a dark blue sweater, is shown in profile, looking towards the right. He is positioned in front of a glowing white circle that serves as a backdrop for the word 'on' in the main title.

About CIPS, the Chartered Institute of Procurement & Supply

The professional body

CIPS, a not-for-profit organisation that exists for the public good, is the voice of the profession, promoting and developing high standards of skill, ability and integrity among procurement and supply chain professionals.

Quality guaranteed

Our qualifications are recognised by OFQUAL in England and regulators in various countries, demonstrating that they meet specific quality standards.

The Global Standard

CIPS Global Standard in Procurement and Supply, which is freely available, sets the benchmark for what good looks like in the profession.

A commercial organisation

CIPS helps governments, development agencies, and businesses around the world to excel in procurement and supply, supporting them to improve and deliver results and raise standards.