



English for Negotiations

THE COURSE

- 01 Setting objectives**
setting & prioritizing; the agenda, HIT table
- 02 The meeting**
invitations, changes to the agenda, goals; best approach
- 03 Proposals**
making & responding to proposals; counter-offers
- 04 A new offer**
types of negotiation; positioning; resolution
- 05 Deadlock**
handling conflict; dealing with differences
- 06 Agreement**
finalizing the agreement; the action plan; closing

LOCATION

The course is provided in-house or at an external venue.

ENGLISH FOR NEGOTIATIONS

This course is designed for participants who have need to negotiate in English at work. The course is set up to offer the participant sufficient time to practice the new skills learned to equip the participant with the tools for them during the course.

Duration: 30 hours

