



Skills &
Behavioural
Development

Negotiation

Trainer Script

Negotiation

Trainer Script (Sample)



Topic/Timing	Trainer Script	Resources
<p>09:30 Negotiation – An Overview</p> <ul style="list-style-type: none"> • What is negotiation? • Confidence levels • Negotiation within the organisation 	<p>Explain: Negotiation is a skill that everyone develops from an extremely young age, and everyone is a skilled negotiator by the time they can talk. On a business level, negotiation is often a highly complex and sophisticated process. Unfortunately, many people get stuck in a particular way of thinking about how to negotiate, limiting their efficiency and capabilities. Negotiation is a key business skill that needs to be developed through training and practice.</p> <p>Group discussion: What is negotiation?</p> <p>Take feedback, capture on flip and facilitate discussion.</p> <p>Use the workbook and powerpoint to support discussion.</p> <p>Individual Activity: Ask participants to complete the questions in their workbooks:</p> <ul style="list-style-type: none"> • How important is negotiation to you and your role within the organisation? • How confident to you feel about negotiating? (On a scale of 1 – 10; 1 being low and 10 being high) – why is this? <p>Take feedback from the group and facilitate discussion, use the following questions:</p> <ul style="list-style-type: none"> • Have you ever considered the importance of negotiation before? • What is affecting your confidence? <p>Ask for their input on the reflection question:</p> <p>To what extent is negotiation supported/encouraged through the organisation?</p> <ul style="list-style-type: none"> • Why is this? 	<p>PPT Slide 5</p> <p>WB Page 4</p> <p>PPT Slide 6</p>