



How to Negotiate Successfully in English

Two-Day Workshop

How to Negotiate Successfully

Workshop Overview

Do you lack confidence or experience when negotiating in English? Do you get frustrated when you lack the language to fully express your ideas and bargain points? Do you want to learn how to prepare for and close that deal in English more effectively?

If you answered “yes” to any of the above questions this course is for you!

This hands-on and practical two-day workshop is aimed at professionals who want to improve and optimize their negotiation skills in English. Many negotiators feel at a disadvantage when trying to reach a deal in another language. Whether you have previous experience, or if it's completely new to you, this workshop can improve the skill level of all who attend.

We cover the skills and language you need from establishing initial contact with clients to closing that deal. Each step is identified and practiced, and we offer strategies and techniques with the associated language to clinch that deal!

Requirements

- ✓ The workshop is aimed at participants with a B1-C1 level of English.
- ✓ Previous negotiating experience is desirable.

We are flexible and can offer this workshop over two days or four half days.

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Content and Learning Outcomes

Content

Day One

- ✓ **Key stages of a successful negotiation:** Identifying the 4 key stages in a negotiation.
- ✓ **1. Rapport building:** Techniques and language for building business rapport.
- ✓ **2. Establishing your position:**
 - Language of establishing and communicating your opening position.
 - Review of questioning techniques and language to clarify and explore negotiating positions.
 - Language of setting an effective negotiating agenda.

Day Two

- ✓ **Discussion:** What type of negotiator are you?
- ✓ **3. Bargaining techniques strategies:**
 - Vocabulary and language structures associated with accepting or refusing offers, and making concessions or counter offers.
 - How to overcome obstacles and stay on track.
- ✓ **4. Clinching the deal:** Clarifying the conditions and closing on a positive note.

Learning Outcomes

By the end of the workshop you will have:

- ✓ Learnt how to structure and approach a negotiation by looking at the key stages.
- ✓ Learnt some key vocabulary and concepts related to determining your position
- ✓ Learnt how state your position and clarify that of the other side.
- ✓ Reviewed and extended the language of bargaining.
- ✓ Learnt how to package items in a complex negotiation and determine the level of flexibility for each.
- ✓ Reviewed techniques for closing the deal and tying up loose ends.
- ✓ Worked actively as a group in a positive learning environment.

Contact Us

For more information, please feel free to contact us on:

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