



Negotiation Skills

We've been told for as long as we can remember, and especially by management gurus over the last decade, that we live in a win-win world. There's no other way to do business effectively. Win-win is the name of the game and mutually acceptable outcomes between the parties is the goal. And, yes of course, there are some parties who say they play win-win and do really practice win-win in their business dealings, but not enough do.

Therefore, lawyers need to be skilled in the art of negotiating, be it commercial contracts or terms. However, there are a lot of traps along the way which can hijack a partner or fee earner's attempt to negotiate an appropriate arrangement:

- There is a tendency to negotiate too early before they have understood the other party's position
- They offer concessions too early
- Partners and fee earners are not sufficiently prepared prior to the negotiation
- The other party are allowed to put them under pressure to negotiate "on the hoof"
- They lack confidence in a negotiation.

Objectives

- Be able to plan and use effective negotiation strategies
- Understand and know how to manage the phases of a negotiation
- Understand and know how to use appropriate interpersonal and communication skills to achieve the outcome they need from a negotiation
- Prepare action plans to apply good negotiation strategies and skills.

Benefits

The aim of this workshop is to provide participants with a series of practical techniques for negotiating skills which will help to:

- Obtain a better outcome whilst maintaining a good relationship with the other party
- Feel confident about the value of their argument and what they are worth to the other party
- Gain confidence in their ability to negotiate
- Manage the process better and so gain a better outcome

The course content for the Negotiation Skills programme and Negotiating Profitable Fees are similar in content, but the role plays and integration are appropriate to the skillset.

Course Content

- Characteristics of successful negotiators
- Preparation and planning
- Preparing a negotiation strategy
- Phases of a negotiation
- Interpersonal skills used by successful negotiators
- Role play
- Personal development action plans.

Pre-course work

There will be a short piece of pre-course work that delegates will need to do prior to attending the programme. This helps them to prepare for the course and allows us to spend maximum time on practical activities during the course.

Duration

1 day

Facilitation

1 trainer to 8 delegates

Group Size

Max group size is 8 to allow the trainer to provide delegates with individual input.

Who should attend?

Partners and Fee Earners responsible for negotiating with clients and other parties.