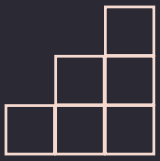


Scotwork<sup>®</sup>

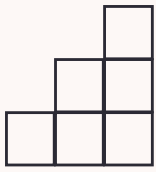
since 1975



# Negotiating Foundation Workshop

Our Negotiating Foundation Workshop introduces aspiring and novice negotiators of all ages and backgrounds to the fundamentals, concepts, terminology, and processes of negotiation. The workshop is delivered by Scotwork experts in one day in person or over two half-days virtually.





# Negotiating Foundation Workshop

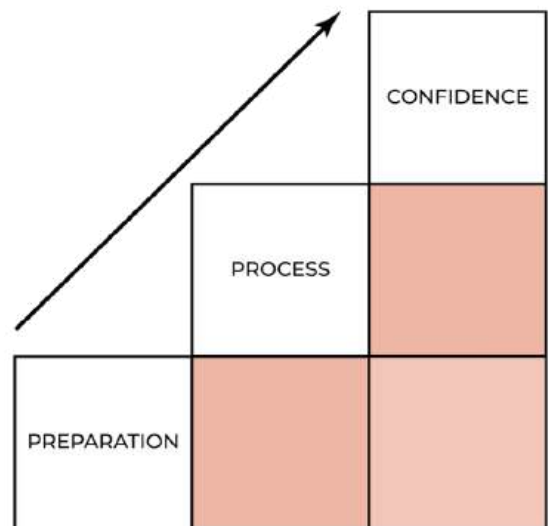
## START YOUR NEGOTIATING JOURNEY

To perform at your best in the negotiating room you need to have confidence in your abilities and the conviction to do the right thing at the right time. This workshop is about introducing you to the fundamentals, concepts, terminologies, and processes of negotiation and starting to help you apply some core structure and skills. Participants will leave with more confidence and control to help manage conflict situations and create value at the negotiating table.

## THE BUILDING BLOCKS OF NEGOTIATION

The workshop will introduce the building blocks that provide negotiating control and establish a common negotiating language and framework:

- Key negotiating concepts
- The core management steps that underpin all negotiations
- A structured approach to preparation
- Constructive information exchange
- The importance of proposal making



## BY THE END OF THE WORKSHOP YOU WILL BE ABLE TO:


- Understand and practise the **skills** and **techniques** associated with the key phases of the **negotiation process**
- Use and respond to **negotiating tactics**
- Improve the quality of the **information exchange**
- Ask **questions** and **listen** effectively to understand the other party
- Use a common negotiating **language** and preparation process with our online **preparation tool**
- Structure the **opening exchanges**
- Use **adjournments** effectively
- Understand the different **roles** in a negotiation team
- Maximise the **profitability** of every deal

# Our learning model

Negotiation is a live, interactive process. To reflect this, our learning model involves our expert coaches carefully guiding you through a combination of theory and immersive interactive exercises, culminating in a Scotwork “Negotiation Case Play” which gives participants the opportunity to practise and embed what they have learned.



## ONE-DAY WORKSHOP TIMETABLE

MORNING SESSION	LECTURE 1		PRACTICE/THEORY	
	PRACTICAL			
	LECTURE 2			
	PRACTICAL			
-----				
AFTERNOON SESSION	LECTURE 3			
	PRACTICAL			

## EXPERT COACHES

Each workshop is hosted by two of our negotiation experts, each with years of commercial and negotiating experience. Our coaches apply their in-depth knowledge to turn complex ideas into simple, easy-recall techniques.

With a consultant ratio of just 1:6, you are sure to receive plenty of individual direction and knowledge-sharing.



Two consultants per workshop



**Consultant ratio 1:6**  
(max. 12 participants)

# More than just a workshop

By researching your capabilities and needs beforehand, we ensure the workshop is relevant to your working life. And, because this one-day course is just a first step on your lifetime of skills development, we also support your post-course learning with a wide choice of free tools and resources.

## BEFORE:



### DISCOVER CALLS

One-to-one conversations to capture your individual needs and business challenges, to ensure learning objectives are prioritised.



### NEGOTIATION SKILLS CAPABILITY SURVEY

Measure company-wide negotiation competence by assessing your organisation's negotiating culture strengths and weaknesses. (Optional)

## YOUR 1-DAY WORKSHOP



The course itself consists of a day of immersive training. It's intensive but great fun! Part theory, but with an emphasis on live exercises and case-play.

## AFTER:



### POST WORKSHOP REVIEW

Workshop evaluation and follow-up to determine your future needs.



### ONLINE EMBEDDING TOOLS

A hub for making and managing all your deal-making preparations, now enhanced with AI.

## Next steps

The Foundation training is the beginning of your journey. Everything you learn on the Foundation Workshop is consistent and compatible with Scotwork's more advanced courses, which expand and hone your skills even further. Post-workshop, we provide a range of digital tools and content to help expand your knowledge and begin your own personal development journey to get the most from your negotiation training.

# About Scotwork

## MAKING A REAL IMPACT WORLDWIDE

Scotwork has coached hundreds of thousands of senior managers in 30 languages. We have grown into the world's number one independent negotiation consultancy, with offices in 50 countries. We work with organisations large and small across all sectors. After more than 50 years we are still giving people powerful skills that transform their lives, and handing businesses more successful futures.



Australia  
Belgium  
Brazil  
Bulgaria  
Canada  
China  
Colombia  
Croatia  
Czech Republic  
Denmark  
Finland  
France  
Germany

Greece  
Hong Kong SAR  
Hungary  
India  
Indonesia  
Ireland  
Italy  
Japan  
KSA  
Kuwait  
Lithuania  
Lebanon  
Malaysia

Mauritius  
Mexico  
Morocco  
Netherlands  
New Zealand  
Norway  
Philippines  
Poland  
Portugal  
Reunion Island  
Romania  
Singapore  
Slovakia

Slovenia  
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[scotwork.co.uk](http://scotwork.co.uk)