

# Negotiating with Confidence: Productive Conversations That Create Value



Negotiation is a core leadership and professional skill that influences outcomes, relationships, and organizational success. Whether navigating competing interests, resolving disagreements, or addressing high-stakes issues, effective negotiation requires preparation, emotional intelligence, and purposeful communication. This workshop equips participants with practical strategies to negotiate with clarity, confidence, and professionalism.

Participants learn how to prepare strategically for negotiations, manage emotions under pressure, and communicate interests clearly while seeking mutual gain. Through structured frameworks and real-world practice, individuals strengthen their ability to navigate difficult conversations, resolve differences constructively, and reach sustainable agreements. The result is more productive negotiations that create value, preserve relationships, and support long-term collaboration.

## Workshop Objectives:

- Understand negotiation as a collaborative, value-creating process, not a zero-sum exchange.
- Prepare effectively for negotiations by clarifying interests, priorities, and desired outcomes.
- Communicate with clarity and confidence during high-stakes or emotionally charged discussions.
- Manage emotions and remain composed under pressure to support sound judgment.
- Apply structured negotiation frameworks to guide productive conversations.
- Identify common ground and pursue mutual gain while protecting organizational interests.
- Handle difficult conversations and resistance constructively without damaging relationships.
- Reach sustainable agreements that support performance, trust, and long-term collaboration.



## Course Outline:

Module One: Getting Started  
Module Two: Understanding Negotiation  
Module Three: Getting Prepared  
Module Four: Laying the Groundwork  
Module Five: Phase One - Exchanging Information  
Module Six: Phase Two - Bargaining

Module Seven: About Mutual Gain  
Module Eight: Phase Three - Closing  
Module Nine: Dealing with Difficult Issues  
Module Ten: Negotiating Outside the Boardroom  
Module Eleven: Negotiating on Behalf of Someone Else  
Module Twelve: Wrapping Up