



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - Negotiating

Course Number: AXO84-002

Days: 1 (6 hours)

Prerequisites: None

Topic-Level Outline

Unit 1: Establishing Your Terms of Agreement

Topic A: Understanding Negotiation Objectives

- A-1: Identifying objectives
- A-2: Determining variables

Topic B: Understanding and Establishing Your Requirements

- B-1: Establishing requirements
- B-2: Working with a negotiation team

Unit 2: Researching the Other Party

Topic A: Information Gathering

- A-1: Gathering information about the company
- A-2: Gathering information about participants

Topic B: Estimation of the Other Party's Requirements

- B-1: Estimating requirements

TOC Continue...

Unit 3: Preparing for an Agreement

Topic A: Planning for an Agreement

A–1: Establishing bartering boundaries

A–2: Formulating a plan

Topic B: The Negotiation Environment

B–1: Choosing a location

B–2: Determining the who and what logistics

Unit 4: Conducting a Negotiation

Topic A: Understanding the Negotiation Process

A–1: Identifying the steps in the negotiation process

A–2: Using guidelines in a negotiation

Topic B: Communicating During a Negotiation

B–1: Communicating effectively during a negotiation

B–2: Identifying and overcoming communication barriers

B–3: Using questions in a negotiation

Topic C: Challenging Negotiation Situations

C–1: Identifying negotiation styles

C–2: Handling challenging negotiation situations

Unit 5: Advanced Negotiating Tactics

Topic A: Control in Negotiations

A–1: Gaining control in a negotiation

A–2: Identifying the types of questions

Topic B: Negotiation Tactics

B–1: Responding to various tactics

Topic C: Negotiation Ethics

C–1: Understanding legal considerations

C–2: Handling unethical tactics

C–3: Responding to an unethical act

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

MS OFFICE

- EXCEL
- WORD
- POWERPOINT
- OUTLOOK
- ACCESS
- PROJECT
- (www.collegeafricagroup.com)

SOFT SKILLS

- SALES NEGOTIATION
- MEETING PROTOCOLS
- TELEPHONE SKILLS
- KEYBOARDING
- (www.collegeafricagroup.com)

SPECIALS

- Join our loyalty program
- Sign up for a weekly newsletter
- Group Discounts available
- Onsite Training is available T&C Apply

DASHBOARDS

Create eye-catching, interactive, awesome excel dashboard reports ([Dashboard](#))

CONSULTANCY SERVICES

Get personal assistance with your spreadsheets

Excel for Executives
Excel Automation
([Excel Automation](#))

MS PROJECT

Get fast reports!
Master MS Project for quick info and outcomes
([MS Project](#))

KEYBOARDING

Save time!
Learn to touch-type and be more accurate.
([Keyboarding](#))

EBOOKS AND ONLINE TRAINING

Excel Essentials 2013 [Ebook](#), workbooks, and solutions.
Excel Intermediate 2013 [Ebook](#), workbooks, and solutions.
Excel Advanced 2013 [Ebook](#), workbooks, and solutions.
Excel comprehensive online courses, email for more details.



CONTACT DETAILS

Arnold Muscat
Direct 083 778 4903
Email: sales@collegeafricagroup.com
Click to Join our [Loyalty](#)



Call Centre: 0861 114 679
(Office Hours)
Website: www.collegeafricagroup.com
CAG [Newsletter](#)

