

Successful Negotiation in a Project Management Environment - 1 Day

*PDU*s - 6.5

PMI's Talent Triangle Breakdown

Technical - 3.5

Leadership - 2.75

Strategic - 0.25

PMI's Certification Breakdown

PMP/PgMP - 6.5

PMI-ACP - 3.00

PMI-SP - 3.00

PMI-RMP - 3.00

PfMP - 3.00

PMI-PBA - 3.00

Course Description: This one-day course will examine the strategies of successful negotiation throughout the project's lifecycle. Participants will learn the value of successful negotiation, the negotiation process, and different negotiation models. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*.

Method of teaching: *Students will use discussion, cases, and group activities to facilitate the course.*

Course Objectives:

Objective 1: Define negotiation

- Identify the benefits of negotiations
- Detail types of negotiation in organizations
- Define and detail negotiations in projects including interpersonal negotiations and contract negotiations

Objective 3: Examine the negotiation process

- Define preparing for a negotiation
- Examine how to create a proposal
- Define types of bargaining
- Examine closing a negotiation

Objective 2: Examine personality traits of negotiators

- List core skills for successful negotiation
- Examine negotiating mistakes
- Examine negotiating strategies
- Recognize common ploys used in negotiation
- Identify deceptive behaviors used in negotiation

Successful Negotiation in a Project Management Environment - 2 Day

*PDU*s - 13

PMI's Talent Triangle Breakdown

Technical - 6.75
Leadership - 6.00
Strategic - 0.25

PMI's Certification Breakdown

PMP/PgMP - 13.00
PMI-ACP - 6.25
PMI-SP - 6.25
PMI-RMP - 6.25
PfMP - 6.25
PMI-PBA - 6.25

Course Description: This highly interactive two-day course will examine the strategies of successful negotiation throughout the project's life cycle. Participants will learn the value of successful negotiation, the negotiation process, and different negotiation models. This course will include examples in negotiation over scope, deadlines, change, and getting the best price from your vendor. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*.

Method of teaching: *Students will use discussion, cases, and group activities to facilitate the course.*

Course Objectives:

Objective 1: Define negotiation

- Identify the benefits of negotiations
- Define and detail negotiating skills for project managers
- Define and detail negotiations in projects including interpersonal negotiations and contract negotiations

Objective 2: Examine the negotiation process

- List and examine negotiation strategies
- Examine preparation techniques for negotiation
- Discuss how to lead the negotiation process

Objective 3: Recognize how to deal with the other party's negative tactics

- Examine how to align the support of others before, during and after the negotiation
- Identify communication skills needed for successful negotiation
- Analyze win-win negotiations
- Create strategies for controlling conflict in negotiation
- Apply negotiation to resolve conflict

Objective 4: Develop how to negotiate with your project team

- Discover negotiation skills for purchasing
- Examine how to use BAFO to your advantage