

Successful Negotiation in a Project Management Environment

Course Length - 2 Days

PDU's - 13

Course Description: This highly interactive 2-day course examines 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 the Project Management Institute's nine knowledge areas of *PMBOK® Guide*.

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

Course Objectives:

- 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
- Detail the negotiation process
- List and examine negotiation strategies
- Learn preparation techniques for negotiation
- Learn how to lead the negotiation process
- Learn how to deal with the other party's negative tactics
- Learn 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
- Learn negotiating to resolve conflict
- Learn how to negotiate with your project team
- Learn negotiation skills for purchasing
- Examine how to use BAFO to your advantage