



LEADERSHIP SERIES

Negotiation Skills for Treasury and Finance Professionals

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Two 2-Hour Virtual Sessions or
One Half-Day In Person

DESCRIPTION

This course trains participants to negotiate more effectively, following an interest-based negotiation model. As a modular course, the exact contents may vary from session to session. Each session begins with a contextual discussion of an “Explore, Expand, Divide” framework for negotiation. Designed to be practically applicable for professionals who have limited time and resources to devote to negotiation preparation, this approach operationalizes the three most important phases of any negotiation: explore the context of the negotiation (the parties, the resources available to those parties, etc.); expand the constraints of the negotiation (add additional parties, identify new resources, build win-win solutions); and divide the expanded resources appropriately, relying on objective standards to bolster your proposals.

LEARNING OBJECTIVES

- Learn to negotiate more effectively
- Prepare for negotiations more efficiently individually and as teams
- Better understand the needs and interests of stakeholders and external parties

AGENDA

- Introduction
 - Context of course
 - Introductions
 - Roadmap for course
 - Initial introductory exercise
- Explore
 - Determining the relevant parties to the negotiation
 - Establishing parties’ positions
 - Exploring parties’ interests beyond stated positions
- Expand
 - Develop additional value in the available options
 - Challenge assumptions as to the constraints on available options
 - Build Pareto optimality
- Divide
 - Making the right offer in the right way
 - Using incremental commitments to advance the negotiation
 - The use and danger of walkaways

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- Simulated negotiation & debrief
 - Prepare for negotiation simulation
 - Participants prepare in groups for one-on-one or two-on-two negotiations
 - Facilitator assists and provides feedback
 - Negotiate
 - Participants simulate the negotiation
 - Facilitator observes negotiations and provides coaching
 - Debrief
 - Facilitated discussion of negotiation results in the context of the material presented