

Bio
Pharma
Chem

Skillnet,

Influencing & Negotiating Skills



Delivered by:



bpcskillnet.ie
training@bpcskillnet.ie

Be more Influential, Persuasive & Assertive at Work

Having the skills to effectively influence and negotiate professionally is extremely valuable in the workplace. Influencing, persuading and negotiation skills enable individuals to influence the behaviour of and to facilitate effective communication with their colleagues. Individuals who have mastered these skills tend to be more influential, have strong relationships and build a positive image both of themselves and their company. Negotiations, of course, are everyday events and can occur upwards or downwards within your organisation as well as with external stakeholders. This course is focused on helping you gain an understanding of your own influencing and negotiating style. It will assist you in applying the fundamental principles of negotiation strategy and influencing tactics to your everyday communication - to your best advantage in the workplace.

This course takes place over one day.

Who should attend?

This Influencing and Negotiating Skills training course is aimed at individuals who wish to:

- Enhance your skills as an influencer/ negotiator
- Understand how to be an effective, assertive and persuasive communicator
- Negotiate in a variety of relevant work-based scenarios
- Improve your impact within your own sphere of influence
- Learn how to persuade and influence others

How will you learn?

This course involves an interactive workshop format and will consist of a mix of:

- Teaching by an expert trainer using a variety of quality learning materials
- Group and individual learning activities
- Group discussion
- Role plays of relevant work-based scenarios which require you to be an influencer/ negotiator

The Programme

- Be aware of and classify different types of negotiation situations
- Understand the stages of the negotiation process
- Identify the obstacles to negotiation
- Evaluate your own current influencing style
- Practice different negotiation styles and influencing tactics
- Use Emotional Intelligence in the process
- Control emotion
- Build trust
- Bargain effectively
- Be persuasive
- Stay calm under pressure
- Carry out principled and collaborative negotiations
- Become a positive influence on your peers, managers, direct report and the organisation in general

This training is delivered on behalf of BioPharmaChem Skillnet by Irish Business Training Ltd. For further information please contact training@bpcskillnet.ie or phone 087 997 0848

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