

Certified Course  
**Fundamentals of Negotiation**  
*Negotiate Like You Know What You're Doing*

*This introductory course aims to help the participants to become familiar with the structure of the negotiation process, be able to prepare an effective negotiation strategy and carry it on during the bargaining phase of the process. The course is practical, beginning by assessing the current knowledge and skills of the participants and then building upon them, through group-discussions, real-world exercises and role-plays, case studies and one-on-one coaching.*

## **Content**

### **Session One: Needs Assessment**

This first session is designed around a set of initial questions that aim at assessing the current level of knowledge and skills of the participants and identify their needs for mastering the fundamentals of negotiation.

### **Session Two: Preparing for Negotiation**

Preparation is key to a successful negotiation. This session will help participants understand the steps of a thorough preparation and design on their own a strategy to conduct negotiation in a manner that enhances their chances of gaining the maximum of any situation they are faced with.

### **Session Three: Key Elements of Negotiation**

A successful negotiation rests on several pillars – the key elements of negotiation. The session introduces the participants to these elements and teaches them, through role-plays and group discussions, how to deal with each one and how to integrate them into a coherent and effective strategy of negotiation.

### **Session Four: Bargaining and Closure.**

The participants will go through the core of the negotiation process – the bargaining phase – and will learn what are the most common mistakes and what are the most effective tactics to avoid or mitigate them. They will also get a grip on how to communicate effectively, both verbally and non-verbally and how to bring a negotiation to a solid, durable closure.

**Closure Ceremony. Preparing, Leading and Closing a Negotiation – The Main Takeaways.**

*4 sessions, 8 hours of effective training, 450 RON/participant; to be organized F2F or online, depending on the requirements of the participants and the pandemic situation at the moment of course inception.*

***Participants who book in advance both negotiation courses (Fundamentals of Negotiation and Advanced Negotiation Training) are entitled to a 15% discount on the total price (765 RON package fee).***

*For enrollment, download the application form, fill it out and send it, together with a copy of your ID card, to [muresanu@fspac.ro](mailto:muresanu@fspac.ro).*