



Consulting and Training | Reach New Heights

**Course Name**

# Negotiation Skills - Entry to Mid

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**Sector Name**

Interpersonal Skills and Self Development

**Document Type**

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## Negotiation Skills - Entry to Mid

### Course Introduction

Negotiation is a daily workplace skill, not limited to sales or contracts. Professionals negotiate tasks, deadlines, resources, priorities, responsibilities, and expectations on a regular basis. Poor negotiation often leads to misunderstandings, conflict, and unbalanced outcomes.

Developed by **Boost**, this course focuses on negotiation as a practical workplace interaction skill. The program equips participants with structured negotiation fundamentals that support clear communication, balanced outcomes, and professional relationships—without diving into complex tactics or advanced deal-making strategies.

**Boost's Negotiation Skills - Entry to Mid-course** builds confidence and structure in everyday negotiation situations.

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## Negotiation Skills - Entry to Mid

### Target Audience

- ✓ Employees involved in daily workplace negotiations
- ✓ Supervisors and coordinators
- ✓ Administrative and operational staff
- ✓ Professionals interacting with internal or external parties
- ✓ Team members seeking stronger negotiation confidence

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## Negotiation Skills - Entry to Mid

### Learning Objectives

- ✓ Understand the fundamentals of workplace negotiation
- ✓ Prepare effectively for common negotiation situations
- ✓ Communicate interests and expectations clearly
- ✓ Apply basic negotiation techniques professionally
- ✓ Handle objections and disagreements constructively
- ✓ Reach practical and balanced agreements

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## Negotiation Skills - Entry to Mid

### Course Outline

#### ✓ DAY 01

##### **Understanding Negotiation at Work**

##### **Module 1: What Negotiation Really Is**

- ✓ Negotiation vs. discussion and conflict
- ✓ Everyday workplace negotiation scenarios
- ✓ Why negotiations fail

##### **Module 2: Negotiation Mindset and Behavior**

- ✓ Win-win thinking
- ✓ Managing emotions and assumptions
- ✓ Professional conduct during negotiation

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### Course Outline

#### ✓ Day 02

##### **Preparing for Negotiation**

##### **Module 3: Negotiation Preparation Basics**

- ✓ Identifying objectives and limits
- ✓ Understanding interests vs. positions
- ✓ Planning negotiation steps

##### **Module 4: Understanding the Other Party**

- ✓ Recognizing needs and constraints
- ✓ Power balance and influence
- ✓ Anticipating responses

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### Course Outline

#### ✓ Day 03

##### **Communication During Negotiation**

##### **Module 5: Effective Negotiation Communication**

- ✓ Asking the right questions
- ✓ Active listening techniques
- ✓ Clear and persuasive messaging

##### **Module 6: Handling Objections and Resistance**

- ✓ Managing pushback professionally
- ✓ Responding without escalation
- ✓ Keeping discussions productive

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### Course Outline

#### ✓ Day 04

##### Reaching Agreement

##### Module 7: Negotiation Techniques for Agreement

- ✓ Making and responding to offers
- ✓ Exploring alternatives
- ✓ Finding an acceptable middle ground

##### Module 8: Closing the Negotiation

- ✓ Confirming agreements
- ✓ Clarifying responsibilities
- ✓ Avoiding misunderstandings

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### Course Outline

#### ✓ Day 05

##### **Applying Negotiation Skills in the Workplace**

##### **Module 9: Negotiation in Common Work Situations**

- ✓ Internal negotiations
- ✓ Cross-functional discussions
- ✓ Negotiating priorities and resources

##### **Module 10: Building Negotiation Confidence**

- ✓ Learning from negotiation experiences
- ✓ Improving negotiation effectiveness
- ✓ Developing long-term negotiation capability

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### Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Feb. 1, 2027	Feb. 5, 2027	5 days	4250.00 \$	UAE , Dubai
Aug. 3, 2026	Aug. 7, 2026	5 days	2150.00 \$	Virtual , Online
Nov. 1, 2026	Nov. 5, 2026	5 days	4250.00 \$	KSA , Dammam
April 13, 2026	April 17, 2026	5 days	4950.00 \$	England , London

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