



Consulting and Training | Reach New Heights

Course Name

Planning & Negotiations Skills

Sector Name

Management And Leadership

Document Type

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Planning & Negotiations Skills

Course Introduction

Effective planning and negotiation are essential skills for achieving organizational goals, managing resources efficiently, and building productive business relationships. This comprehensive program equips participants with practical planning methodologies and proven negotiation techniques that enable them to prepare strategically, communicate effectively, influence stakeholders, and achieve mutually beneficial outcomes.

Through interactive exercises, case studies, and simulations, participants will learn how to plan with clarity, negotiate with confidence, and deliver successful results in complex business environments.

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Planning & Negotiations Skills

Target Audience

- ✓ Managers and Supervisors
- ✓ Team Leaders
- ✓ Project Managers
- ✓ Business Development Professionals
- ✓ Procurement and Supply Chain Personnel
- ✓ Sales and Marketing Professionals
- ✓ HR and Administrative Professionals
- ✓ Government and Public Sector Employees
- ✓ Professionals involved in planning, decision-making, or negotiations

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Planning & Negotiations Skills

Learning Objectives

- ✓ Understand the principles and processes of effective planning.
- ✓ Develop strategic, operational, and action plans aligned with organizational objectives.
- ✓ Identify priorities, risks, and resource requirements.
- ✓ Apply structured approaches to problem-solving and decision-making.
- ✓ Understand negotiation styles, strategies, and tactics.
- ✓ Prepare effectively for negotiations through research and planning.
- ✓ Build rapport and communicate persuasively during negotiations.
- ✓ Manage objections, conflicts, and difficult negotiation situations.
- ✓ Create win-win solutions that strengthen professional relationships.
- ✓ Develop personal action plans to improve planning and negotiation effectiveness.

Planning & Negotiations Skills

Course Outline

✓ DAY 1

Foundations of Planning Excellence

- ✓ The Importance of Planning in Organizational Success
- ✓ Strategic vs. Operational Planning
- ✓ The Planning Process and Planning Cycle
- ✓ Setting SMART Goals and Objectives
- ✓ Environmental Analysis and Situational Assessment
- ✓ SWOT Analysis and Business Planning Tools
- ✓ Identifying Priorities and Key Deliverables

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Course Outline

✓ DAY 2

Developing Effective Plans

- ✓ Translating Strategy into Action Plans
- ✓ Work Breakdown Structure (WBS)
- ✓ Resource Planning and Allocation
- ✓ Risk Identification and Mitigation Planning
- ✓ Time Management and Scheduling Techniques
- ✓ Performance Indicators and Success Metrics
- ✓ Monitoring and Evaluating Plan Progress

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Course Outline

✓ DAY 3

Fundamentals of Negotiation

- ✓ Understanding Negotiation and Its Importance
- ✓ Types of Negotiation
- ✓ Negotiation Styles and Behaviors
- ✓ Principles of Win-Win Negotiation
- ✓ Emotional Intelligence in Negotiation
- ✓ Preparing for Negotiation Success
- ✓ Stakeholder Analysis and Interest Mapping

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Course Outline

✓ DAY 4

Advanced Negotiation Techniques

- ✓ Communication Skills for Negotiators
- ✓ Questioning and Active Listening Techniques
- ✓ Persuasion and Influence Strategies
- ✓ Managing Objections and Resistance
- ✓ Handling Difficult Negotiators
- ✓ Conflict Resolution Techniques
- ✓ Building Trust and Long-Term Relationships

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Course Outline

✓ DAY 5

Strategic Negotiation & Action Planning

- ✓ Complex and Multi-Party Negotiations
- ✓ Cross-Cultural Negotiation Considerations
- ✓ Ethical Negotiation Practices
- ✓ Closing Agreements Effectively
- ✓ Negotiation Case Studies
- ✓ Integrating Planning and Negotiation Skills
- ✓ Personal Development Action Planning

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
June 21, 2027	June 25, 2027	5 days	2150.00 \$	Virtual , Online
June 21, 2027	June 25, 2027	5 days	4950.00 \$	England , London

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