10 Days

Leading with Excellence

Successful Models for Planning, Executing & Building Partnerships

Upcoming Sessions

23 Sep-04 Oct 2024	London - UK	$11,900
09-20 Dec 2024	Dubai - UAE	$11,900
21 Apr-02 May 2025	London - UK	$11,900
22 Sep-03 Oct 2025	London - UK	$11,900
08-19 Dec 2025	Dubai - UAE	$11,900

Training Details

Training Course Overview

Today's competitive business environment demands that we have excellent skills in negotiating and communicating to build alliances. We also need to be able to plan more and organize work effectively to ensure high levels of productivity. This Anderson training course ensures that the delegates will be effectively equipped with techniques and skills to be able to perform well in these areas. It is an enjoyable, exciting and dynamic training course filled with case studies, discussions, exercises and practical work.

The Structure

This comprehensive Anderson training course consists of two modules which can be booked as a 10 Day Training event, or as individual, 5 Day courses.

Module 1 - Effective Negotiation, Persuasion & Critical Thinking: *Negotiate, Influence & Deliver Results*

Module 2 - Successful Planning, Organising & Delegating: *Enhance Planning Skills, Manage Resources and Improve Work Behaviors*

Training Course Objectives

By attending this Anderson training course, delegates will be able to:

- Develop an effective plan and strategy for establishing alliances
- Gain confidence as negotiator who knows which behaviours to adopt for each stage of the negotiation
- Recognize and counter the most common negotiating ploys
- Practice and develop skills for influencing others – especially those who are vital to your long-term business development strategy
- Successfully apply the principles of persuasion to key negotiation situations
- Recognize internal and external influences on our daily planning
- Understand and develop skills necessary to complete work on time

- Learn how to organize work and projects to complete them successfully
- Understand the characteristics of colleagues who do work in our teams
- Develop positive interpersonal techniques for better team relationships

Designed For

This Anderson training course is suitable to a wide range of professionals but will greatly benefit:

- Delegates who want to become more effective in planning and negotiating alliances
- Managers who are being prepared for promotion or higher levels of responsibility
- Delegates who may be considering new projects or additional assignments
- Managers who are looking to refresh their skills when working with others
- Leaders who need to communicate vision more effectively for better results

Training Details

Module 1: Effective Negotiation, Persuasion & Critical Thinking

Day One: Situational Negotiating Strategies

- Negotiation purpose: Common terms and best practice
- Developing mutually acceptable solutions through value claiming
- Adapting strategies to situations when building alliances
- Personality - strengths & weaknesses in negotiations
- Opening communication channels to maintain relationships
- Applying Interests and Positions for strategic advantage

Day Two: Applied Negotiation Skills

- How to reach 'win-win' in negotiation
- The keys to collaborative bargaining in partnering
- Leverage: What it is and how to use it?
- Negotiation tactics and ploys
- Dealing with difficult negotiators and barriers
- Ethics in negotiation

Day Three: Persuasion & Influence Skills for Negotiators

- Challenges of meetings – group and individual strategies
- Positive persuasion in challenging situations
- Applying rules of influential presentations to maximize impact
- Maintaining compatible body language & using logic, credibility and passion
- Dispute resolution and mediating for better outcomes
- Mediation techniques - practical exercise

Day Four: Higher Level Negotiation Skills for Challenging Situations

- Identifying and responding to signals and informal information
- Recovering from reversals, errors and challenges
- Developing a climate of trust
- Higher level conversation techniques
- Face to face negotiations; appreciating different cultures
- Practical Negotiation exercise and feedback

Day Five: Critical Thinking and Decision Making for Negotiators

- Gaining control and using information – formal and informal
- Thinking patterns, frameworks and tools for negotiators
- Identifying sources and testing assumptions
- Framing the problem

- Decision making under pressure
- Reviewing strategic alliances and building personal action

Module 2: Successful Planning, Organising & Delegating

Day Six: Creating Positive Attitudes to Change

- Planning for Change
- Challenging our base assumptions
- The cycle of improvement
- Positive thinking techniques
- Competences: actions & behaviours
- Delivering high standards of performance

Day Seven: Business Planning

- Defining business scope
- Setting clear objectives
- Reviewing organisational capabilities
- Business v project planning
- Identifying Keys to Successful outcomes
- Managing & mitigating risks

Day Eight: Skills for Successful Implementation

- Leaders' role in employee attitudes
- Delivering clarity of purpose
- Motivating ourselves and others
- Managing and leading teams
- Managing oneself in time
- Delegating & empowering people

Day Nine: Effective Team Planning

- Teams or work groups?
- Characteristics of high performing teams
- Team objectives v business objectives
- Team Roles v Individual Roles
- Developing team spirit
- Team behaviours

Day Ten: Success Depends on Individual Performance

- How people respond to change
- Overcoming resistance to change
- Why change is a constant
- Setting team goals
- Linking team and individual goals
- Personal action planning

The Certificate

Anderson Certificate of Completion will be provided to delegates who attend and complete the course

INFO & IN-HOUSE SOLUTION

For more information about this course, call or email us at:

Call us: +971 4 365 8363

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Request for a Tailor-made training and educational experience for your organization now:

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