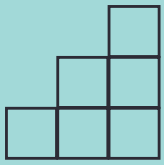


A woman with short brown hair and glasses, wearing a floral patterned top, is looking up at a bookshelf in a library. She has her hands near a book on the shelf. The background shows rows of bookshelves filled with books, creating a sense of a large library.

**Scotwork**<sup>®</sup>

# Negotiation Foundation Workshop



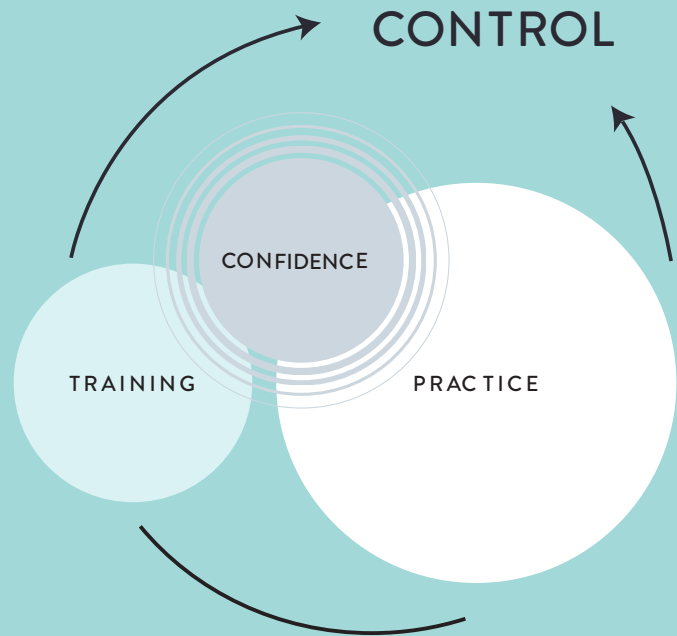
# Negotiating Foundation Workshop

## GET CONFIDENCE FOR CONTROL

Whatever your ability, age, experience or industry background the Foundation Workshop starts you on a life-changing journey towards negotiating control.

To perform at your best in the negotiating room you need to have confidence in your abilities and the conviction to do the right thing at the right time. The Foundation Workshop gives you skills, knowledge and tools to control negotiations, even under pressure or when the odds seem stacked against you.

Join us on an open course or a one company course, that is tailored to your business needs. Either way, be inspired as our expert coaches guide you through a day of intensive and rewarding skills training.



## THE BUILDING BLOCKS OF NEGOTIATION

The workshop will reveal to you the building blocks that deliver negotiating control and give you a common negotiating language and framework:

- **Core negotiating concepts**
- **The process that underpins all negotiations**
- **A structured approach to preparation**
- **Constructive information exchange**
- **The importance of trading**

## PRACTISE AND PERFECT

Your Foundation training is the beginning of your journey, everything you learn on the Foundation Workshop is consistent and compatible with Scotwork's more advanced courses which expand and hone your skills exponentially. Post-course, we provide a range of digital tools and content to help expand your knowledge and begin your own personal development journey to get the most from your negotiation training.



ABOUT THE COURSE →



EXPERT COACHES →



BEFORE AND AFTER →



ABOUT SCOTWORK →

# About the Workshop

## OUR 8-STEP APPROACH<sup>®</sup>

Our approach is rooted in the rigorous analysis of over 100,000 hours of real-world negotiations. By identifying common behaviours across so many diverse observations we have distilled the deal-making process into a simple, universal 8-step model.

This empowers you with a clear understanding of how any negotiation can be successfully managed and resolved.

## OUR LEARNING MODEL

Negotiation is a live, interactive process. To reflect this, our learning model focuses on turning theory into iterative good practice, actively involving participants. Over 80% of course-time is allocated to immersive, interactive, practical exercises.

Our expert coaches carefully guide you through a combination of theory & interactive exercises climaxing in a Scotwork "Negotiation Case Play" which will give participants the opportunity to practice and embed what they have learned.



PREPARATION



PARTICIPATION



OBSERVATION





ANALYSIS




REAL-WORLD APPLICATION

## ONE-DAY WORKSHOP TIMETABLE (IN-PERSON)

MORNING SESSION	LECTURE 1	 80/20 PRACTICE/THEORY	 FILMED & ANALYSED
	PRACTICAL		
LECTURE 2			
PRACTICAL			
AFTERNOON SESSION			

## TWO HALF-DAY WORKSHOP TIMETABLE (VIRTUAL)

DAY 1 (4 hours)	LECTURE 1	 80/20 PRACTICE/THEORY	 FILMED & ANALYSED
	PRACTICAL		
LECTURE 2			
PRACTICAL			
DAY 2 (4 hours)			

Morning Timetable (MT) and Afternoon Timetable (AT) options available.

## CONTENT

By the end of the training attendees will be able to:

- Understand the CORE CONCEPTS of Negotiation
- Understand the NEGOTIATING PROCESS and how to READ & CONTROL it
- Understand and practise the SKILLS & TECHNIQUES associated with the key phases of the NEGOTIATION PROCESS
- Use a COMMON negotiating LANGUAGE & PREPARATION process
- Improve the quality of the INFORMATION EXCHANGE
- Structure the OPENING EXCHANGES of a negotiation
- QUESTION & LISTEN effectively to UNDERSTAND the other party
- Trade and BARGAIN, how to put a price on demands
- Develop TRADING VARIABLES and use TIME effectively
- Use and respond to NEGOTIATING TACTICS
- Use ADJOURNMENTS
- Understand and use the skills of the different roles of the NEGOTIATOR
- MAXIMISE the PROFITABILITY of every deal

# Expert coaches

## MAKING THE COMPLEX SIMPLE

Each Foundation Workshop is hosted by two of our negotiation experts. This dual perspective is backed by years of negotiating experience spanning disciplines such as marketing, sales, procurement, finance, consulting at senior level. Our coaches apply their in-depth knowledge and strong interpersonal skills to turn complex ideas into simple, easy-recall techniques. They use story-telling and practical exercises to pass on powerful insights and embed easily repeatable deal-making skillsets.

## PASSIONATE ABOUT YOUR DEALS

Our coaches create a positive, inspiring and rewarding learning environment.

They use pre-course research and one-to-one consultations to get under the skin of your business and configure the course around your needs. Their expertise and passion is focused on making your experience as relevant as possible to your day-to-day world of work. And with a tutor ratio of just 1:6, you are sure to receive plenty of individual direction and knowledge-sharing.



**Two tutors  
per course**



**Tutor ratio 1:6**  
(maximum of 12 participants)

**Bianca Schaeffer**  
Account Director

Trained by Scotwork Germany



“Scotwork’s workshop gave me a solid intro to the negotiating process.”

# Pricing

## OPEN (PUBLIC) COURSES

There are 12 places on each course, with participants from a wide range of industries, job functions and seniority levels to reflect real world negotiations. The public course fee is \$1,943+ GST per place for in-person programs and \$1,748 + GST for virtual programs.

Visit [www.scotwork.com.au](http://www.scotwork.com.au) for upcoming dates.

## ONE-COMPANY COURSES

The programme is delivered by two Scotwork consultants for up to 12 participants. Contact us to discuss your organisation's needs and see if this is the right option for your team.

# Before and after

By researching your capabilities and needs beforehand, we ensure the Foundation course is custom-built and relevant to your working life. And, because this one-day course is just a first step on your lifetime of skills development, we also support your post-course learning with a wide choice of free tools and resources.



The course itself consists of a day of immersive training. It's intensive but great fun. Part theory, but with an emphasis on live exercises and case-play.

## BEFORE:



### STAKEHOLDER INTERVIEWS

One-to-one conversations to capture your individual issues and challenges.



### CAPABILITY SURVEY\*

Company-wide research to measure negotiation competence and define needs.



### PARTICIPANT QUESTIONNAIRE

Participants complete a short questionnaire in order to help tutors personalise their learning.



### COURSE DESIGN

Structure and content tailored to match your specific business objectives.

\*An option at extra cost

## AFTER:



### POST COURSE REVIEW

Course evaluation and follow-up to determine your future needs.



### ONLINE PREP TOOL

A hub for making and managing all your deal-making preparations.



### ADVICE LINE

A free hotline for expert guidance on any negotiation challenge.



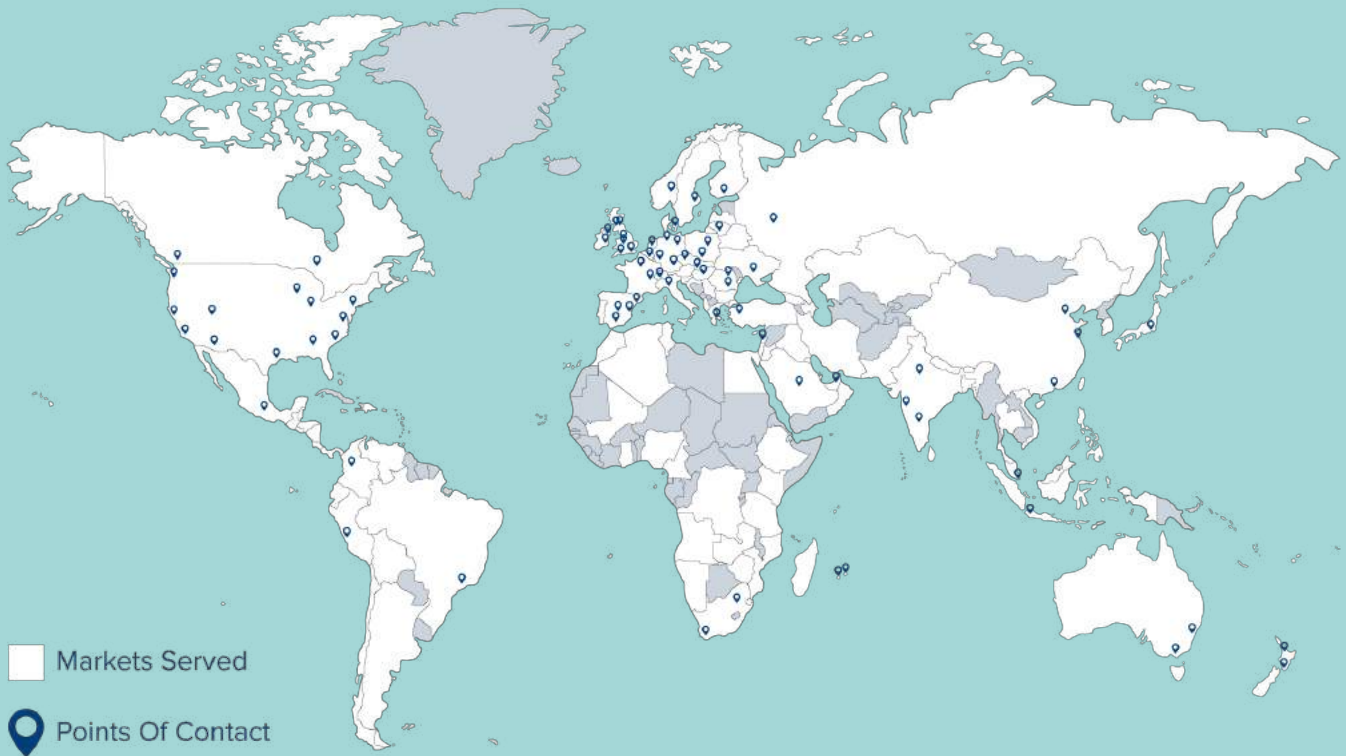
### FOLLOW ON TRAINING

More tailored courses to hone your skills development.

# About Scotwork

## MAKING A REAL IMPACT WORLDWIDE

Scotwork has coached hundreds of thousands of senior managers in 29 languages. We have grown into the world's number one independent negotiation consultancy, operating in 46 countries. We work with organisations large and small across all sectors. After more than 45 years we are still giving people powerful skills that transform their lives, and handing businesses more successful futures.



Australia  
Belgium  
Brazil  
Bulgaria  
Canada  
China  
Colombia  
Czech Republic  
Denmark  
Finland  
France  
Germany

Greece  
Hong Kong SAR  
Hungary  
India  
Indian Ocean  
Indonesia  
Ireland  
Italy  
Japan  
Lithuania  
Lebanon  
Luxembourg

Malaysia  
Mauritius  
Mexico  
Netherlands  
New Zealand  
Norway  
Poland  
Reunion Island  
Romania  
Russia  
Singapore  
Slovakia

South Africa  
South Korea  
Spain  
Sweden  
Switzerland  
Turkey  
Ukraine  
United Arab Emirates  
United Kingdom  
United States of America

Please contact us to find out more

Email [info@scotwork.com.au](mailto:info@scotwork.com.au)

[scotwork.com.au](http://scotwork.com.au)