



ONLINE
COURSE

NEGOTIATION SKILLS

BROCHURE

Negotiation skills can be used in many situations and not just in the boardroom or to secure a major deal.

The Negotiation Skills eCourse will give you an understanding of the phases of negotiating, tools to use during a negotiation, and ways to build win-win solutions for all those involved. Once you have completed this eCourse you will be able to:

- Recognise the basic types of negotiations, the different phases and the skills needed for successful negotiating.
- Prepare the groundwork for negotiation.
- Apply strategies for identifying mutual gain.
- Use the negotiating process to solve everyday problems.



DURATION

4 weeks online access



STUDY TIME

8-9 hours study time



INTERNATIONAL CERTIFICATION



CONTINUING EDUCATION UNITS (CEU'S)

0.9 CEU's



The
Leadership
CENTRE
DEVELOPING TOMORROW'S LEADERS

Although people often think of boardrooms, suits, and million dollar deals when they hear the word “negotiation,” the truth is that we negotiate all the time. For example, have you ever:

- Decided where to eat with a group of friends?
- Decided on chore assignments with your family?
- Asked your boss for a raise?

These are all situations that involve negotiating! This eCourse will give you an understanding of the phases of negotiating, tools to use during a negotiation, and ways to build win-win solutions for all those involved.

eCOURSE INCLUDES

- 4 Weeks Online Access.
- Negotiation Skills Book per phase.
- Negotiation Skills Templates and Exercises.
- Quick Reference Sheet.
- Online Exam.
- International Certification.

KEY OUTCOMES

On completion of this eCourse, you will be able to...

- Recognise the basic types of negotiations, the different phases and the skills needed for successful negotiating.
- Prepare the groundwork for negotiation.
- Identify what information to share and what to keep private.
- Apply strategies for identifying mutual gain.
- Identify how to reach consensus and set the terms of agreement.
- Manage personal attacks and other difficult issues.
- Recognise how to negotiate on behalf of someone else.

CERTIFICATION & ACCREDITATION

You are required to complete an online multiple choice exam with a pass mark of at least 80%.

The Leadership Centre is accredited by the International Association for Continuing Education and Training (IACET) and is authorized to issue the IACET CEU.



TECHNICAL REQUIREMENTS (COMPUTER)

- A computer with Microsoft Windows operating system (98, NT, 2000, XP, Vista, or Windows 7) or Mac OS X (10.5 Leopard or higher).
- A computer with Microsoft Office 2000 or higher.
- A high speed internet connection and a web browser (Firefox is highly recommended as there are incompatibility issues with Internet Explorer).
- Adobe Reader (free software).

GET IN TOUCH

Should you have any queries, please contact us at The Leadership Centre.

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HAPPY LEARNING

The Leadership Centre Team

