



## Sample Agenda Two-Day Negotiation Skills Workshop

Create Uncommonly Good Results And Strong Relationships

### WHO SHOULD ATTEND?

From choosing a restaurant to changing a deadline with your boss to formal contracts with suppliers, our days are filled with negotiations. While some negotiations are easy, many are not.

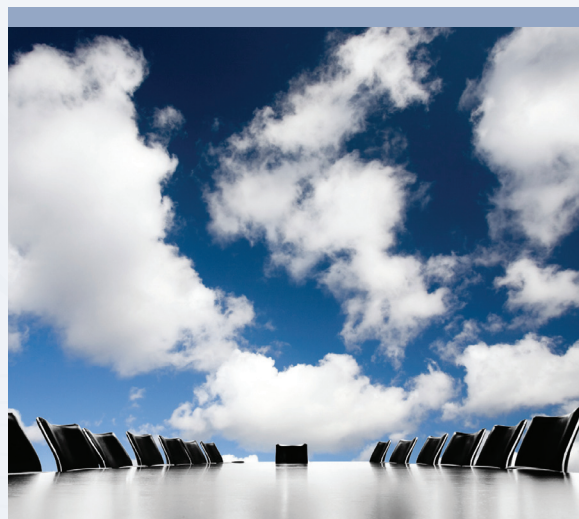
Did you ever finish a deal and then wonder if you got the best deal you could have? If so, you should attend this workshop. If you feel frustrated as it seems all your negotiations are “just about the price”, you should attend this workshop. If you want to improve your ability to negotiate, this workshop is for you.

### HOW AND WHAT YOU WILL LEARN

Our skilled and experienced workshop leaders use interactive exercises, case studies, discussions and videos to ensure you'll learn the skills you need to become a more confident negotiator. You'll have a chance to learn about- and use- techniques to help you become a more effective communicator and build stronger relationships. You'll discover how to “expand the pie” and create value for both parties. You'll leave equipped with practical tools, tips and techniques that you can use in all your negotiations.

The workshop content is based on theories developed by our colleagues at the Harvard Negotiation Project combined with the many years of real world experience of our workshop leaders. The workshop provides you with a strategic and step by step framework that you can use in any negotiation.

**[REGISTER for a workshop now](#) or  
Contact us for more information:  
[info@CommonOutlook.com](mailto:info@CommonOutlook.com) or 416.483.6450.**



*“Minds are like parachutes; they work best when open.” Lord Thomas Dewar*

“Common Outlook’s Effective Negotiation Skills Workshop redefines what negotiation is and what it should be. The course definitely enhanced the ‘outlook’ and ability of each participant in a truly positive manner.”

**Randy P. Galluzzi, National Manager, Toyota University**

“The workshop provided me with a number of valuable tools and thoughts to assist me with the negotiation process. Today, I consciously reduce the number of assumptions I make before and during a negotiation, making me a more effective negotiator.”

**Mary Cascioli, Operational Effectiveness Advisor,  
RBC - Royal Bank**

## Sample Agenda | Two-Day Effective Negotiation Skills Workshop

### Day One

- 8:30 AM Introduction and Purposes - Presentation and Group Discussion
- 10:00 AM Assumptions and Paradigms – Interactive Exercise and Debrief
- 12:30 PM Lunch
- 1:30 PM Defining Success in Negotiation - Presentation
- 2:15 PM The Contract Negotiation - Structured Preparation Session, One-on-One Role-Play, and Debrief
- 4:15 PM Key Lessons and New Questions
- 4:30 PM End of Day One

### Day Two

- 8:30 AM A General Strategy for Negotiation - Presentation and Group Discussion
- 10:00 AM The Partnership Dispute - Two-on-Two Role-Play
- 12:30 PM Lunch
- 1:30 PM Application to 'Live' Negotiations
- 2:30 PM Dealing with Difficult Negotiators - Presentation and Role Play
- 4:00 PM Putting It All Together - Going Forward and Personal Action Plans
- 4:30 PM End of Workshop

