

Negotiation Skills in the Trade Workplace



College of Electrical Training (CET)

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Connect Your Mind

Course Overview

This exciting course provides basic negotiation skills training to persons working in a trade environment. Participants learn and understand the role and value of rational negotiation in the work environment. The course provides the participant with the skills to take the best possible approach to achieving effective and harmonious interaction between individuals with conflicting positions and objectives.

Course Outline

- The value of negotiation
- Fundamental steps of negotiation
- The negotiation process
- Types of negotiation
- Position bargaining
- Principled negotiation
- Workplace issues
- Negotiating with groups
- Six attributes of a skilled negotiator
- The role of leadership in negotiation
- Primary elements in negotiation

Participants will be better able to

- Understand the link between effective negotiation and team performance
- Develop an understanding of the value of negotiation skills
- Use two effective negotiation models
- Understand the difference between position bargaining and principled negotiation
- Develop skills for negotiating with groups
- Understand the times when negotiation cannot help
- Develop an awareness of the role of leadership in the negotiation process

Features

- Interactive workshop for all participants
- Practical 'hands-on' approach to subject matter
- Strong motivational element
- In-depth understanding created of individuals desired outcomes from the negotiation process

Benefits

Participants will discover

- How to use effective negotiation in their workplace
- How negotiation skills can increase their productivity
- The underlying importance of negotiation skills
- Personal attributes of a skilled negotiator
- Four principles of getting to 'YES'
- The value of leadership in negotiation

Who Should Attend

Persons whose work requires negotiation skills to complete tasks or projects, solve problems, resolve conflicts or build more effective teams.

Certification

Upon successful course completion students are provided with a Certificate of Completion.

Course Duration

1 day

How to Enrol

Complete the attached course registration form and return the document to the College of Electrical Training together with your payment of course fees.

Course Fees

\$200.00 per person

Discounts available to groups of six or more

Cancellation Policy

8 days or more prior to course commencement 100% fee refund

2 to 7 days prior to course commencement 90% fee refund

1 day or less prior to course commencement Nil fee refund

Skills Recognition

Our skills recognition process benefits students who have achieved prior training skills or knowledge and applies to Skills Recognition, Recognition of Prior Learning (RPL), Credit Transfer, Advanced Study or Exemption.

If you believe you are entitled to any of the abovementioned we encourage you to fill out the Application Form for Skills Recognition, which is available from our administration team. Your application will be assessed on an individual basis.

Should you have any queries please do not hesitate to contact:

Balcatta Campus

Phone: (08) 9240 7700 Email: admin4@cet.asn.au

Jandakot Campus

Phone: (08) 9417 8166 Email: admin14@cet.asn.au

Registration Form

Negotiation Skills in the Trade Workplace

Balcatta Campus Jandakot Campus

Where did you find out about the CET?

Surname _____

First Name _____

Date of Birth ____/____/____

Private Address _____

Suburb _____ Postcode _____

Telephone _____

Mobile _____

E-mail _____

Facsimile _____

Company _____

Company Address _____

Company Ph No. _____

Course Date _____

Course Fees—Fees are subject to change

Please find enclosed my cheque / money order / credit card authority / company purchase order

Paid by (if other than student, please provide name and address details)

In order to guarantee your booking for any course your payment and registration must be completed. Under no circumstances will registration without payment entitle you to a position.

The College of Electrical Training (CET) is the major private training provider for the Western Australian electrical and telecommunications industries.

Excellence in customer service is our priority and you will find that in comparison with other colleges the CET is outstanding. We offer modern 'state of the art' facilities and quality training *by industry for industry.*

Please forward your registration form with your payment to:
See address details on front page



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Training**