

# NEGOTIATION: KEY CONCEPTS AND TECHNIQUES

**Duration: One day**

Consciously or unconsciously, we are negotiating with others at all times, from very small to very important things in our lives. While many people think of the ability to negotiation as a natural talent that cannot be transferred, the truth is that negotiation skills can be learned. You will find differing opinions on which negotiating techniques are most effective, but the one thing on which the preeminent scholars and practitioners in the field agree is that most negotiators make the same mistakes over and over. Come and learn how to prepare for effective negotiation and avoid the negotiator's most frequent mistakes, what integrative bargaining really means, and why a failed negotiation is not just when there is no agreement, but also when both parties leave something, and at times a lot, on the bargaining table.

A one-day, full immersion in the theory and practice of negotiation. The first part will be devoted to the "seven elements" model of negotiation, with the focus on the critical value of thorough and professional preparation for any kind of negotiation. The second part, via the observation and critique of professional negotiators at work as well as in-class simulations, will tackle the perennial issue of balancing the tension between creating value and distributing value at the negotiation table.

On completion of the training, participants will have:

- ♦ Learned the "seven elements" model of negotiation.
- ♦ Observed professional negotiators at work.
- ♦ Learned how to avoid fundamental mistakes.
- ♦ Applied new techniques to simulated negotiation scenarios.
- ♦ Reflected on how to integrate these techniques into their daily lives and work at the UN.

For more information and scheduling, please contact:

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