

Successful negotiations

WHO SHOULD ATTEND?

Chief Financial Officers – Financial, Consolidation and Accounting Managers – Accountants – Consolidation Managers – Management Controllers – Tax Specialists – Treasurers – Chartered Accountants, External Auditors

Prerequisites: *this training does not require any particular prerequisite.*

OBJECTIVES

- › Know the principles of a successful negotiation
- › Know how to prepare the negotiation
- › Keep the lead: staying on top of the process

WHY YOU SHOULD ATTEND?

- › The company is at the heart of multiple relationships with numerous third parties. Negotiation is an art of everyday life. Knowing how to negotiate is a key skill that any Finance Manager needs to master to maintain the company's economic balance, without deteriorating the quality of the relation with its partners.

DETAILED CONTENT

› The elements of a successful negotiation

- Basic principles
- The components of a negotiation ground
- The issue of power and the art of balance

› Preparing for the discussion

- Assessing the situation
 - . Negotiate, with whom?
 - . Distinguish between cost, price, and value
 - . Objectives and limits
- A matrix to better negotiate
- Concessions/counterparts and articulation
- Decoy and fallback position

› Conducting the discussion

- Asserting without aggressing
- Mastering the discussion around structured argumentation
- Pitfalls to avoid

INSTRUCTIONAL APPROACH AND LEARNING ASSESSMENT

- **During the session:** alternating theory, illustrations and business cases ensure knowledge acquisition. Participants transpose directly to their own cases. Quizzes, self-assessment questionnaires contribute towards giving direction an operating content to the soft skills dimensions
- **After the session:** documentary inputs (checklist and video, etc.). The trainer is available to answer any follow-up questions participants may have.

DURATION: 1 DAY

DATES*: 09/01/24
02/04/24
30/09/24
04/12/24

PRICE EXCL. VAT: 1 240 €

(*) Delivery method: face-to-face, subject to change according to your requests and/or health conditions.

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