



Conducting negotiations and discussions successfully

Seminar objective

Learn in this training how to turn opponents into partners - we will show you that negotiation skills can be trained. Even difficult situations can be handled successfully with well thought-out negotiation strategies that suit your personality and appearance. The most important negotiation and meeting methods are presented as examples. Many practical exercises will prepare you for an intensive transfer process. After the seminar you will be able to plan and conduct negotiations and meetings more consciously and successfully.

Seminar content

Making negotiation success predictable through meeting phases:

- Developing negotiation strategies for each phase
- Presenting your own point of view verbally and nonverbally with confidence
- Presenting arguments in a well-structured manner and with win-win solutions
- Five important points for every business negotiation
- Negotiation concepts: Harvard concept, non-directive concept and win-win concept: How do I behave in a negotiation?
- How to negotiate with potential customers and assess your position correctly

The relationship level in negotiation situations:

- The search for integrative solutions in negotiations
- Negotiating on factual issues, but between personalities
- The important role of emotions in negotiations and meetings
- The influence of personality traits in negotiating partners
- Tough on the issues, friendly on the personal
- How to recognize true interest

Dealing with difficult situations:

- Dealing with unobjective negotiating partners
- Decision-making behavior
- The important distinction between short- and long-term results of a negotiation
- Pitfalls and dead ends during a negotiation
- Objective and sober or emotional and aggressive?
- Assertiveness in difficult situations
- Leading project negotiations and bringing them to a successful conclusion

Ensuring the success of negotiations:

- How do I control the level of tension in negotiations?
- Negotiation situations with multiple negotiating partners
- How to secure results
- The result and progress protocol

Course ref.

KOM1005

Participants

not more than 9 participants

Schedule

1. Day: 10:00 - 17:00
2. Day: 09:00 - 16:00

Location & dates

Münster

06.06.2024 - 07.06.2024
11.11.2024 - 12.11.2024
03.02.2025 - 04.02.2025
30.06.2025 - 01.07.2025
10.11.2025 - 11.11.2025

Hamburg

25.04.2024 - 26.04.2024
29.08.2024 - 30.08.2024
19.05.2025 - 20.05.2025
04.08.2025 - 05.08.2025

Berlin

03.03.2025 - 04.03.2025

Hannover

26.09.2024 - 27.09.2024
25.09.2025 - 26.09.2025

Leipzig

11.07.2024 - 12.07.2024
17.07.2025 - 18.07.2025

Cologone

19.09.2024 - 20.09.2024
13.02.2025 - 14.02.2025
18.09.2025 - 19.09.2025

Frankfurt am Main

31.03.2025 - 01.04.2025

Stuttgart

07.10.2024 - 08.10.2024
20.10.2025 - 21.10.2025

Munich

17.06.2024 - 18.06.2024
05.12.2024 - 06.12.2024
16.06.2025 - 17.06.2025



Methodology

Active exercise sequences Short trainer inputs Discussion based on practical examples Simulation of performance reviews Video examples

Target audience

The seminar conducting negotiations and discussions successfully is aimed at specialists and executives from all sectors who wish to improve their methods and techniques of conducting negotiations.

04.12.2025 – 05.12.2025

Fee

1.150,00 € (ex. VAT)

1.368,50 € (inc. VAT)

Included in the price: Working documents, certificate of participation, lunch and coffee breaks.



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Ich melde mich/Wir melden uns zu folgender Veranstaltung an:

1. Teilnehmer

Name/Vorname

E-Mail

Mobilnummer

Veranstaltung Seminarcode

Ort Termin

Firmendaten/Rechnungsempfänger

Firma

Rechnung (Name)

Straße/Nummer

PLZ/Ort

Telefon/Fax

Branche

Datum

2. Teilnehmer

Name/Vorname

E-Mail

Mobilnummer

Veranstaltung Seminarcode

Ort Termin

Anzahl der Mitarbeiter in Ihrem Unternehmen

Kundennummer

Anmeldebestätigung (E-Mail)

Unterschrift