

#UP/Conducting effective negotiations

No. 8534

Target group: All employees who have to negotiate on a daily basis and want to expand and train their negotiation skills.

Prerequisites: An interest in online learning and a willingness to put the theory you have learned into practice and optimize it on a daily basis, to make sure that these new tools become a habit.

Training method: Online self-learning phases, live online sessions and support by professional learning experts.

Duration: approx. 45 days running time

Study time: 2 – 4 hours effective study time on the LearningHub @Cegos | 8 – 10 hours practice-oriented consolidation of what has been learned and successful transfer of the learning content into the working environment

Number of participants: min. 8 – max. 12

Languages: Available in 7 languages (ideal for international implementation)

DE EN FR ES IT PT CN

Price: on request

Benefits/Content: Thanks to this learning and implementation program, you will:

- Increase your negotiating skills in the project
- Develop skills to negotiate win-win relationships
- Be even better prepared to deal with difficult negotiating situations.

You can acquire, deepen and apply your negotiation skills through in your daily work a combination of digital learning, live online sessions and support from mentors (supervisors or colleagues).

We call this format #UP. It is based on a personalizable learning path that guarantees real learning success.

By using this format, we are keeping the promise of 4REAL, the process model of the Integrata Cegos Group, to offer you a lasting, practice-oriented and efficient learning experience.

You are the one who is in the driving seat: You have a clear objective right from the start and choose your own learning path.

Milestones Process Learning and applying

1. Learning set-up
Definition of your objective



Day 1 – 9 | 1 – 2 hours

2. Live Online Session
Exchange on learning content & support



Day 10 | 90 minutes

3. Personalize
your learning path



Day 10 – 11 | 30 minutes

Sprints – You choose two of the following sprints:

1. Highest confidence through prepared negotiations

- Preparing realistic negotiation goals and a win-win outcome
- Hands-on tips for implementation in everyday work

2. Getting the most out of negotiations

- Educate yourself in everyday negotiation of win-win-relationships
- Get to know and practice different aspects of the negotiation process
- Hands-on tips

3. Learning to keep calm by coping with objections

- Educate yourself in everyday negotiation of:
 - Win-win-relationships
 - In-depth knowledge and training of the negotiation process
 - Practice with dialog partners who are unwilling to compromise
- Hands-on tips

4. Developing an inner stability by coping with difficult negotiation situations

- Deal with objections of your dialog partner
 - by adapting your arguments
 - by adapting your solution
 - while maintaining the relationship, even when there is little scope for action
- Hands-on tips

4. Learning and applying to workplace



Day 11 – 40 | 4 – 10 hours

5. Live Online Session
Exchange on transfer of learning



Day 38 – 43

Day 44 | 1 hour

6. Get certified
Evidence validation*



Day 45

*Prerequisites for the certificate: Submission of two pieces of evidence from third parties (colleagues, managers, clients, etc.) in line with the learning objectives you set yourself at the beginning of the training program.

Mentoring path



Day 1 – 45 | 4 conversations

Involvement of a company internal mentor (colleague, manager, supervisor, etc.) in the learning program, who will assist you with:

- individual objectives (comparison of company and learning objectives)
- selecting sprints
- collecting learning evidence