



## Successful Negotiation

### 1 Session –

1-2 Hours of Interactive Training

Save money, time and achieve satisfaction by learning to negotiate profitably. This LearnKey course, based on the book *Successful Negotiations* by Robert B. Maddux, covers win/win negotiating ideas and methods. Discover the best techniques for managing conflict through negotiation by using the updated case studies and examples.

### Benefits

- Increase your earning potential by understanding how to negotiate a starting salary.
- You will be able to use your new skills with purpose and results.
- Become a better negotiator and impact your personal and professional effectiveness.

### About The Author

This is a LearnKey course based on the book *Negotiation Basics* by Robert B. Maddux. **Robert B. Maddux** is president of Maddux Associates, Consultants in Human Resources Management. He has consulted extensively with large corporations and small businesses over the past twenty years to enable the mutually effect the utilization of people in a variety of work environments. He has worked with many organizations and people in transition, and has been instrumental in facilitating the beginning of numerous new careers in business organizations and entrepreneurial ventures.

### Session 1

#### Section A: Successful Negotiation

- Introduction
- Misconceptions
- Course Overview
- Key Fact

#### Section B: Negotiation: What and Why?

- Destination
- Identify Opportunities
- Win/Win Philosophy
- Give/Get Principle
- Key Fact

#### Section C: The Negotiating Process

- Six Steps
- Key Fact

#### Section D: Strategies and Tricks

- Preparation and Planning
- Will and Skill
- Negotiating Strategies
- Key Fact

#### Section E: Conclusion

- Things to Remember
- Successful Negotiation

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