

## **BASIC NEGOTIATION SKILLS**

Most people find it difficult to start a bargaining process because they do not know how to start. Some are afraid to engage in negotiations because they worry that they would not know how to handle the situation should a negotiation become difficult. This course addresses these common concerns and helps participants to overcome their fear of negotiation.

### **Our Objectives**

We aim to

- promote understanding of the basis of objective negotiation
- facilitate skills in managing negotiations effectively
- encourage the use of negotiation strategies commonly used in the workplace

### **Your Profile**

This course is suitable for all who need to negotiate with clients or colleagues

### **Your Results**

At the end of this course, you will learn to

- use the negotiation process to your advantage
- overcome common fears in the negotiation process
- start and end a negotiation effectively

### **Our Methods**

We believe in making the course interactive and fun by using a variety of methods. These include:

- Individual and group work
- Class discussions
- Role plays

### **Our Trainers**

Our trainers are all qualified and highly experienced lecturers from Singapore Polytechnic.

Please note that we only specialise in customising courses for organisations; public courses for individuals are not available.

**SINGAPORE POLYTECHNIC  
BUSINESS COMMUNICATION CENTRE**

**Course Enquiry**

Ms Mak Mei Yoke

DID: 6870 6040

Email: [bcc@sp.edu.sg](mailto:bcc@sp.edu.sg)

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