



# Negotiation Skills



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From being assertive with their own managers as they manage their workloads, to negotiating with external suppliers and saying 'yes' or 'no' to attending meetings, everyday negotiation is often forgotten.

This one-day negotiation skills course teaches participants how to negotiate for both the big and little outcomes. Participants come away with increased confidence, clarity of their negotiation purpose, a framework to manage their future negotiations with goals and objectives, a place to start, and the vigour to know that your negotiations are as strong as possible.



Discover more at  
[swi.nu/negotiate](http://swi.nu/negotiate)

- Identify the power of words and the art of strategy and diplomacy in negotiation.
- Identify common errors in negotiation.
- Close the deal.
- Neutralise difficult negotiations and their tactics.
- Maintain control of your negotiation strategy.
- Build your confidence as a negotiator.
- Practice your negotiation skills.
- Apply the elements of successful negotiation.
- Systematically approach negotiation planning.
- Position and strategically build your positioning power.

People who seek to increase their digital literacy in the workplace, get a solid footing in Microsoft Excel, establish good habits from the outset, and understand the scope and potential of the software.

By completing this course, participants will be able to:

- Gain confidence in your ability to negotiate arrangements of all sizes.
- Be able to communicate effectively among your colleagues.
- Be goals-oriented about your negotiations, with clarity around approaches.
- Enjoy having a negotiation framework that supports your discussions.
- Receive a participant course training manual to take with you.

- A workbook to take home or to work that you can reference back to.
- Learn alongside professional peers, and network.
- Pathways to continue your studies with Swinburne Edge.
- The immediate knowledge and confidence to implement your new skills.

There are no pre-requisites for this course.

**View dates and register** for this course.

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## The Swinburne Edge difference

Swinburne Edge is a division of Swinburne University that exclusively services professionals. We offer professional development to people with existing skills and experience, who are ready to up-skill or formalise their skills for their next career stage. Immerse yourself in a Swinburne Edge short course or qualification to enhance your current knowledge with fast-tracked, practical learning that gets you to your goal faster.

For further information, contact our Continuing Professional Education Advisors on 1800 633 560 or [edge@swinburne.edu.au](mailto:edge@swinburne.edu.au).




"This course exceeded my expectations by far. Our facilitator was so professional, a great teacher and very patient. Great examples were used during the course too."

**Georgia**  
Participant,  
Negotiation Skills





## Contact us

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