



## Win/Win Negotiation for Project Managers and Team Members

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<b>BASIC INFORMATION</b>	<p><b>Course Title:</b> Win/Win Negotiation for Project Managers &amp; Team Members</p> <p><b>Course Duration:</b> 1 Day</p> <p><b>Audience:</b> Project Managers and Team Members</p> <p>PDU: 7</p> <p><b>Prerequisites:</b> CA-PMM Boot Camp for Project Managers or CA-PMM Express Training for Project Managers or equivalent</p>
<b>WORKSHOP DESCRIPTION</b>	<p>This workshop provides a foundation in the process, skills and tools of successful negotiation in a project context. The win/win negotiation approach is especially important and applicable in a project environment where ongoing relationships must remain strong to keep the project deliverables and timelines on track.</p> <p>The workshop is extremely hands-on, with many project-related practice opportunities, as well as practical take-aways such as tools, job aids and specific project negotiation tactics. Participants receive real-time feedback about their skill level in simulated project negotiation scenarios. In addition, participants self-assess on a specific inventory of key behaviors/practices to identify personal improvement actions.</p>
<b>GOAL</b>	<p>To increase the ability of participants to conduct win/win project negotiations especially in terms of timelines, accountabilities, tasks, resources, and specifications.</p>
<b>OBJECTIVES</b>	<p>Each attendee will:</p> <ul style="list-style-type: none"><li>• Recognize the critical importance of adopting a win/win approach in their project negotiations.</li><li>• Be able to follow the project negotiation process by learning how to:<ul style="list-style-type: none"><li>○ Understand your own negotiation style and how to</li></ul></li></ul>

- improve it
  - Identify your goals & constraints as you enter a project negotiation
  - Develop your “walk-away” position
  - Diagnose others’ motivations and needs
  - Analyze a relationship or situation to determine the best project negotiation strategy
  - Use the core skills of listening, defusing emotions and inquiry to stay on track to a win/win
  - Demonstrate “conflict agility” when conversations get difficult in a project negotiation
  - Utilize a project negotiation process template, especially in team negotiation settings (e.g. cross-functional projects, project scoping sessions, etc.)
- Shift from win/lose to win/win project negotiations by learning how to:
    - Recognize win/lose negotiation tactics
    - Apply countermeasures to win/lose manipulations
    - Regain or establish the trust required to enter a win/win zone
  - Commit to one personal development action that improves his/her ability to conduct win/win project negotiations.