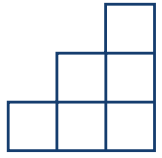


# THE SCOTWORK NEGOTIATING FOUNDATION WORKSHOP

**Scotwork** (n) negotiation <sup>®</sup>





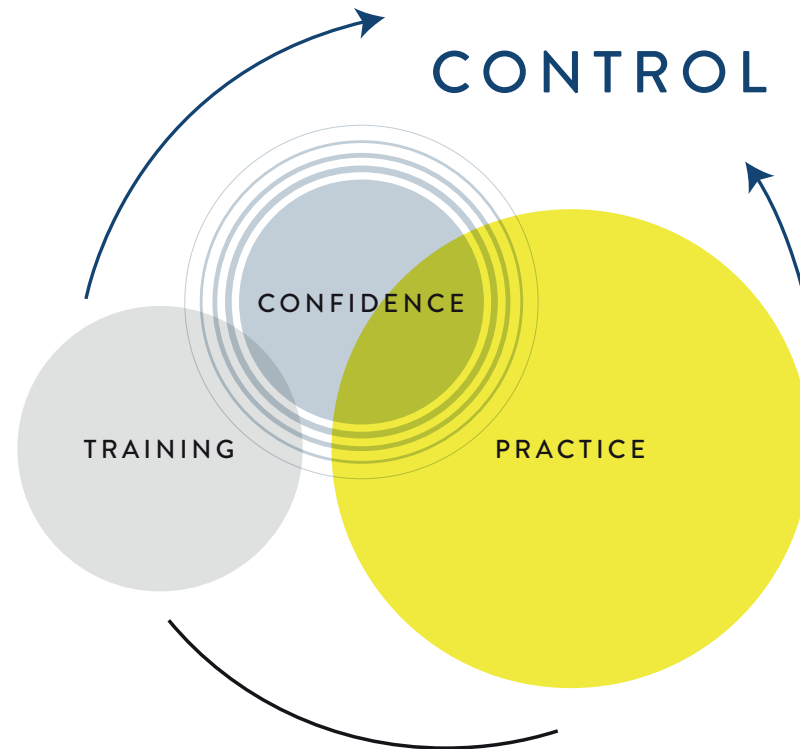
# THE SCOTWORK NEGOTIATING FOUNDATION WORKSHOP

## GET CONFIDENCE FOR CONTROL

Whatever your ability, age, experience or industry background the Foundation Workshop starts you on a life-changing journey towards negotiating control.

To perform at your best in the negotiating room you need to have confidence in your abilities and the conviction to do the right thing at the right time. The Foundation Workshop gives you skills, knowledge and tools to control negotiations, even under pressure or when the odds seem stacked against you.

Join us on an open course or a one company course, that is tailored to your business needs. Either way, be inspired as our expert coaches guide you through a day of intensive and rewarding skills training.



## THE BUILDING BLOCKS OF NEGOTIATION

The workshop will reveal to you the building blocks that deliver negotiating control and give you a common negotiating language and framework:

- **Core negotiating concepts**
- **The process that underpins all negotiations**
- **A structured approach to preparation**
- **Constructive information exchange**
- **The importance of trading**

## PRACTISE AND PERFECT

Your Foundation training is the beginning of your journey, everything you learn on the Foundation Workshop is consistent and compatible with Scotwork's more advanced courses which expand and hone your skills exponentially. Post-course, we provide a range of digital tools and content to help expand your knowledge and begin your own personal development journey to get the most from your negotiation training.



ABOUT THE  
WORKSHOP →



EXPERT  
COACHES →



BEFORE  
AND AFTER →



ABOUT  
SCOTWORK →

# ABOUT THE WORKSHOP

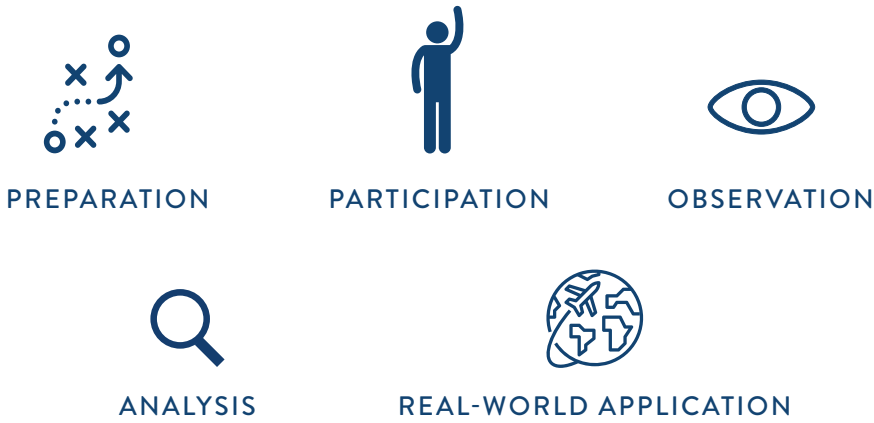
## OUR 8-STEP APPROACH<sup>®</sup>

Our approach is rooted in the rigorous analysis of over 100,000 hours of real-world negotiations. By identifying common behaviours across so many diverse observations we have distilled the deal-making process into a simple, universal 8-step model. This empowers you with a clear understanding of how any negotiation can be successfully managed and resolved.

## OUR LEARNING MODEL

Negotiation is a live, interactive process. To reflect this, our learning model focuses on turning theory into iterative good practice, actively involving participants. Over 80% of course-time is allocated to immersive, interactive, practical exercises.

Our expert coaches carefully guide you through a combination of theory & interactive exercises climaxing in a Scotwork “Negotiation Case Play” which will give participants the opportunity to practice and embed what they have learned.



## ONE-DAY WORKSHOP TIMETABLE

MORNING SESSION	LECTURE 1		
	PRACTICAL		
AFTERNOON SESSION	LECTURE 2	80/20 PRACTICE/THEORY	FILMED & ANALYSED
	PRACTICAL		

### CONTENT

By the end of the training attendees will be able to:

- Understand the CORE CONCEPTS of Negotiation
- Understand the NEGOTIATING PROCESS and how to READ & CONTROL it
- Understand and practise the SKILLS & TECHNIQUES associated with the key phases of the NEGOTIATION PROCESS
- Use a COMMON negotiating LANGUAGE & PREPARATION process
- Improve the quality of the INFORMATION EXCHANGE
- Structure the OPENING EXCHANGES of a negotiation
- QUESTION & LISTEN effectively to UNDERSTAND the other party
- Trade and BARGAIN, how to put a price on demands
- Develop TRADING VARIABLES and use TIME effectively
- Use and respond to NEGOTIATING TACTICS
- Use ADJOURNMENTS
- Understand and use the skills of the different roles of the NEGOTIATOR
- MAXIMISE the PROFITABILITY of every deal



# EXPERT COACHES

## MAKING THE COMPLEX SIMPLE

Each Foundation Workshop is hosted by two of our negotiation experts. This dual perspective is backed by years of negotiating experience spanning disciplines such as marketing, sales, procurement, finance, consulting at senior level. Our coaches apply their in-depth knowledge and strong interpersonal skills to turn complex ideas into simple, easy-recall techniques. They use story-telling and practical exercises to pass on powerful insights and embed easily repeatable deal-making skillsets.

## PASSIONATE ABOUT YOUR DEALS

Our coaches create a positive, inspiring and rewarding learning environment. They use pre-course research and one-to-one consultations to get under the skin of your business and configure the course around your needs. Their expertise and passion is focused on making your experience as relevant as possible to your day-to-day world of work. And with a tutor ratio of just 1:6, you are sure to receive plenty of individual direction and knowledge-sharing.



**Two tutors  
per course**



**Tutor ratio 1:6**  
(maximum of 12  
participants)

“Absolutely brilliant - insightful with the right balance of theory v practical application - there will be bountiful opportunities to hit the ‘higher’ deal.”



**Julie Trewren**  
Senior Buyer Spirits & RTD's  
Matthew Clark



**Alan Smith**  
Managing Director (UK)



**Andrew Farquhar**  
Director (UK)



**Annabel Shorter**  
Senior Consultant (UK)



**Sam Macbeth**  
Senior Consultant (UK)



**Tom Feinson**  
Senior Consultant (UK)



**Chris Mitchell**  
Director (UK)



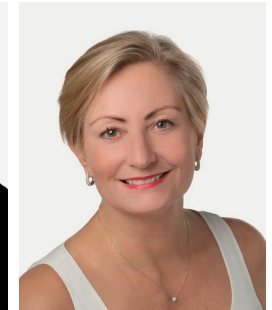
**Richard Rowland**  
Director (UK)



**Richard Savage**  
Senior Consultant (UK)



**David Perry**  
Senior Consultant (UK)



**Debbie Spurgeon**  
Senior Consultant (UK)



**Ann Parr**  
Consultant (UK)



**Jacqui Smith**  
Consultant (UK)



**David Bannister**  
Consultant (UK)



**John McCabe**  
Consultant (UK & Ireland)



**Orla Howard**  
Consultant (UK & Ireland)

# BEFORE AND AFTER

By researching your capabilities and needs beforehand, we ensure the Foundation course is custom-built and relevant to your working life. And, because this one-day course is just a first step on your lifetime of skills development, we also support your post-course learning with a wide choice of free tools and resources.

## BEFORE:



### STAKEHOLDER INTERVIEWS

One-to-one conversations to capture your individual issues and challenges.



### PARTICIPANT QUESTIONNAIRE

Participants complete a short questionnaire in order to help tutors personalise their learning.



### CAPABILITY SURVEY\*

Company-wide research to measure negotiation competence and define needs.



### COURSE DESIGN

Structure and content tailored to match your specific business objectives.

## YOUR 1-DAY WORKSHOP



The course itself consists of a day of immersive training. It's intensive but great fun. Part theory, but with an emphasis on live exercises and case-play.

## AFTER:



### POST COURSE REVIEW

Course evaluation and follow-up to determine your future needs.



### ADVICE LINE

A free hotline for expert guidance on any negotiation challenge.



### ONLINE PREP TOOL

A hub for making and managing all your deal-making preparations.



### FOLLOW ON TRAINING

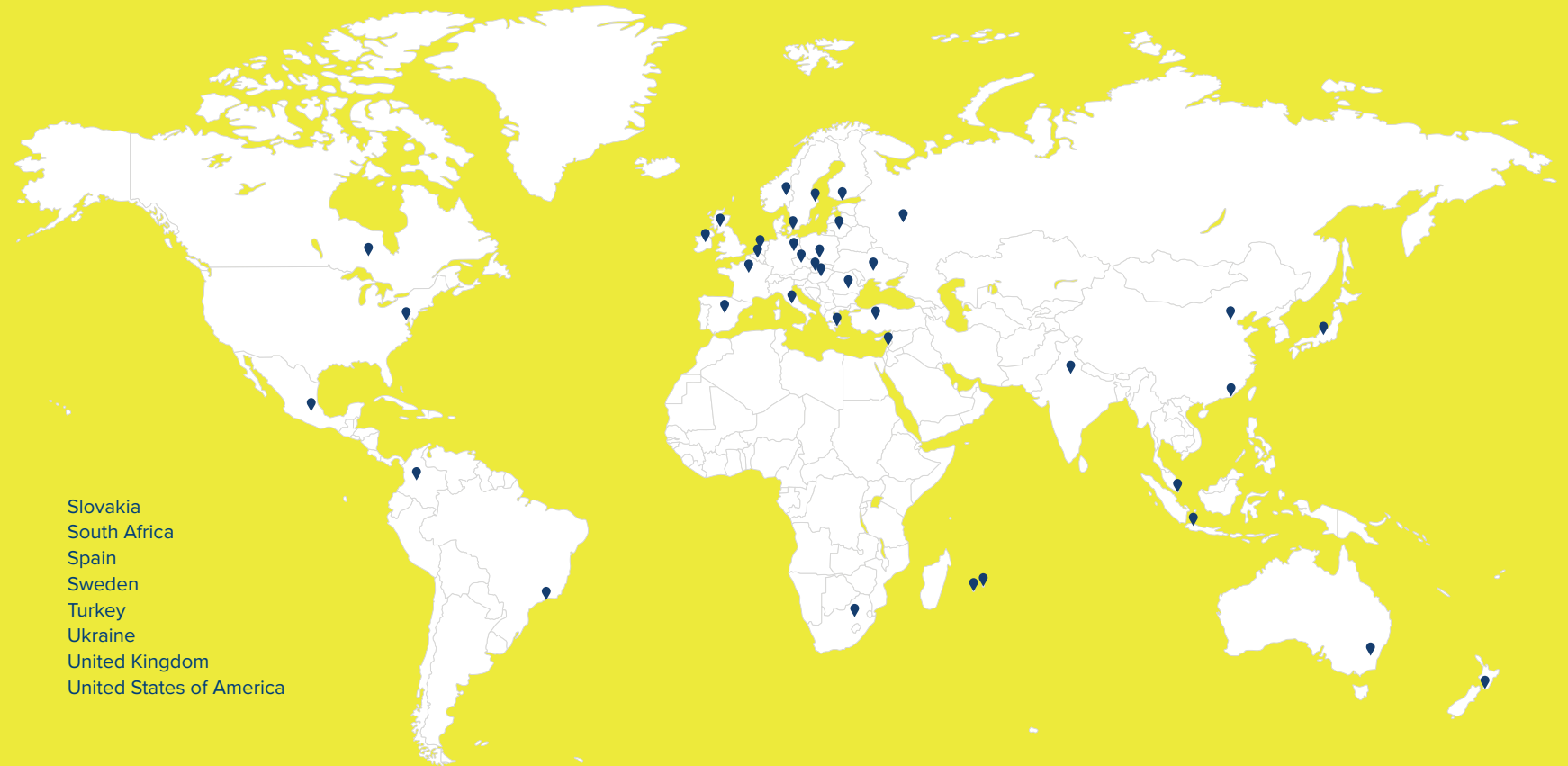
More tailored courses to hone your skills development.

# ABOUT SCOTWORK

## MAKING A REAL IMPACT WORLDWIDE

Scotwork has coached over 200,000 senior managers in 24 languages. We have grown into the world's number one independent negotiation consultancy, operating in 38 countries. We work with organisations large and small across all sectors. And after 40 years we are still the real deal, giving people powerful skills that transform their lives, and handing businesses more successful futures.

Australia	Germany	Lithuania	Slovakia
Belgium	Greece	Mexico	South Africa
Brazil	Hong Kong	Middle East	Spain
Canada	Hungary	Netherlands	Sweden
China	India	New Zealand	Turkey
Colombia	Indian Ocean	Norway	Ukraine
Czech Republic	Indonesia	Poland	United Kingdom
Denmark	Ireland	Romania	United States of America
Finland	Italy	Russia	
France	Japan	Singapore	



Please contact us to find out more

Email [info@scotwork.com](mailto:info@scotwork.com)

[scotwork.com](https://scotwork.com)