



Project Negotiation Skills - Strategies and Tactics

An Online Continuing Education Course for Engineers

Course Number: BS-6007

Credit: 6 Hours / 6 PDH / 6 CPD

Project Negotiation Skills

-Strategy and Tactics-



By

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Table of Contents

TABLE OF CONTENTS.....	2
COURSE OVERVIEW	5
LEARNING OBJECTIVES.....	9
RELATING TO YOUR PROJECT TEAM OR VENDORS.....	11
SELF-ASSESSMENT SURVEY	11
DEMONSTRATING OUR WORKING STYLE	16
THE WORKING STYLES GRID	17
<i>The Analytical Style</i>	18
<i>The Amiable Style</i>	20
<i>The Driver Style</i>	22
<i>The Expressive Style</i>	24
WORKING STYLE FLEXIBILITY	27
DETERMINING VALUE	29
POSITIONS VS. INTERESTS.....	31
NEGOTIATION #1.....	31
NEGOTIATION #2.....	32
THE SECRET OF “WIIFT*”	37
THE CONSCIOUS AND SUB-CONSCIOUS STRATEGY	38
YOUR CONSCIOUS AND SUB-CONSCIOUS STRATEGIES	40
A NON-CONFRONTATIONAL STRATEGY	41
PEOPLE AND PROBLEMS	41
<i>What Bugs You?</i>	42
POSITIONS VS. INTERESTS.....	43
KINDS OF INTERESTS	43
<i>More about Kinds of Interests</i>	44
<i>External References</i>	45

YOUR PRE-NEGOTIATION PLANNING	46
PRE-NEGOTIATION WORKSHEET	48
PRACTICE ACTIVITY.....	49
THE POWER OF PAUSE	51
CONCEDING WITH STYLE.....	52
<i>Love, Lust, and Losing</i>	53
THE ART OF ASKING QUESTIONS.....	54
SOME NEGOTIATING STRATEGIES	55
STRATEGY #1 - KENNY ROGERS' ADVICE	56
STRATEGY #2 - STALLING FOR "HIGHER AUTHORITY"	57
STRATEGY #3 - GOOD COP – BAD COP	58
STRATEGY #4 - SPLIT THE DIFFERENCE	59
STRATEGY #5 - REALITY CHECK.....	60
CLOSING THE AGREEMENT	61
SOME CLOSING STRATEGIES.....	62
<i>Closing Strategy #1 - Linking One Final Concession</i>	62
<i>Closing Strategy #2 - Assume the Deal and Offer Options</i>	64
<i>Closing Strategy #3 - Remind them of the Features and Benefits</i>	65
<i>Closing Strategy #4 – Welcome Resistance</i>	66
<i>Closing Strategy #5 – Trade Some Information</i>	68
<i>Closing Strategy #6 – Try Multi-tasking</i>	69
<i>Closing Strategy #7 - Back to Square #1</i>	69
DIRTY TRICKS	70
EMERGENCY TACTICS.....	72
SOME FINAL THOUGHTS	73
EXTRA NEGOTIATION PREPARATION WORKSHEET	76
HOW DO WE VIEW VENDOR RELATIONSHIPS?	77
EXPLORING THE "CUSTOMER IS ALWAYS RIGHT" CONCEPT	80
THE COMPONENTS OF MOTIVATION	83
<i>CONFIDENCE >> COMPETENCE >>PERFORMANCE</i>	84

CHANGING HOW WE REGARD VENDORS.....	86
WHAT VENDORS WANT	87
COMPLAINTS ABOUT VENDORS.....	88
STARTING WITH THE OUTCOME	89
DEVELOPING THE FOUNDATION FOR A RELATIONSHIP.....	92
RFIs, RFPs AND TEAMBUILDING	93
<i>THE REQUEST FOR INFORMATION (RFI)</i>	93
<i>THE REQUEST FOR PROPOSAL (RFP)</i>	94
<i>TEAMBUILDING WITH A VENDOR</i>	94
GETTING STARTED ON A NEW RELATIONSHIP	98
DEVELOPING THE RFI.....	98
<i>NON-TRADITIONAL RFI ELEMENTS</i>	99
DEVELOPING THE RFP.....	100
DEVELOPING THE TEAMBUILDING FRAMEWORK	100
IDENTIFYING RELATIONSHIP KEYSTONES	104
DEVELOPING A PROJECT “SCORECARD”	105
<i>IDENTIFYING THE VALUE OF A PERFORMANCE RANGE</i>	106
A COMMON OBJECTIVE EXAMPLE WITH A PERFORMANCE RANGE	107
A COMMON SUBJECTIVE SAMPLE	109
IN CLOSING	115

Course Overview

This course is presented in two distinct segments: an introduction to fundamental negotiation skills and tactics and then the second will examine the nature of a client – vendor relationship in a project. The intent of this two part package is to help the student develop a more effective interaction with project team members as well as vendors.

The first part will help participants understand the risk involved in a traditional “win-win” approach to project negotiations and develop a new strategy and supporting tactics that will either assure “satisfaction” on both sides or at least maintain good will if an agreement cannot be reached. They learn to analyze the nature of their satisfaction for every negotiating situation and develop tactics to achieve it.

Professionals in project teams deal with people-related situations, problems, and opportunities every day. They are the critical link between what the project’s executive management team wants to do and what the line team members, *that critical interface where work actually gets done*, will do.

Participants will learn some very simple, yet powerful, principals about negotiations that are applicable in any situation. Whether you are very confident and assertive or introverted and compliant, these techniques will help you prepare for and conduct negotiations more successfully than you ever have before.

You will also learn how to identify and counter some of the typical 'dirty tricks' that are used in many unethical negotiations. Although we do not guarantee that you will be satisfied with every future negotiation you attempt, we do promise that following our techniques will assure that you have no regrets about the outcomes.

This course will help you negotiate more confidently and effectively:

- Relationships between project departments
- Team member accommodations

- Vendor relationships
- Disciplinary actions
- Misconduct allegations
- Disputes between team members

Some skills you will learn include:

- How to prepare for the upcoming negotiation and negotiate more confidently
- How to preserve good will even if you cannot reach agreement
- How to deal effectively with emergency situations where you do not have preparation time
- How to ask questions that help you develop your strategy
- How to stay on track and not get distracted
- How to use outside standards to reduce the potential for conflict
- How recognize and deal with “dirty tricks”
- A variety of ways to close a negotiation and get agreement
- Understanding the value of “interests” and the danger of “positions”
- How to define what a successful outcome looks like from your perspective and theirs

When have you had to negotiate with a coworker for something you desired?

How successful (%)

Why?

How successful (%)

Why?

...point?

To view the remainder of the course material and to take the quiz for PDH credit, you must purchase the course.

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We begin with a look at the... involved in project negotiations and how to a... side's interests and utilize tactics appropriate f... areas of negotiations to identify the skills and concepts that... or project setting.