

Sample One Day In-house Workshop

Module	Time	Issues	Method
Module 1	10:00 - 11:00	Introduction <ul style="list-style-type: none"> - Negotiation skills in the legal field - Principled negotiation v. bargaining - Interest based negotiation 	Lecture, exercises and discussion
Coffee Break			
Module 2	11:00 - 12:30	Negotiation Exercise I <ul style="list-style-type: none"> - Group preparation - Negotiation in teams - Discussion of results and techniques - Analysis of challenges and suitable solutions - Feedback & debrief 	Negotiation Exercise
Lunch Break			
Module 3	13:30 - 14:30	Become a more effective negotiator <p>Preparation is key</p> <ul style="list-style-type: none"> - Setting ambitious goals - Sorting your interests and priorities - Using your "BATNA" and bargaining power <p>Effective communication</p> <ul style="list-style-type: none"> - start with your client - information exchange stage at the table - information gathering behavior of the pros <p>Leverage these skills for your clients</p> <ul style="list-style-type: none"> - What matters to your clients? - Process v. Results and scientific backup 	Lecture, exercises and discussion
Coffee Break			
Module 4	14:45 - 16:00	Negotiation Exercise II <ul style="list-style-type: none"> - Group preparation - Negotiation in teams - Discussion of results and techniques - Analysis of challenges and suitable solutions - Feedback & debrief 	Negotiation Exercise
Module 5	16:00 - 17:00	Negotiation Techniques & Tools <ul style="list-style-type: none"> - What numbers to prepare - Should you make the first offer? - How high/low should you open? - Optimistic v Outrageous 	Lecture, exercises and discussion