



S Y L L A B U S

How to Negotiate Anything

Duration: 5 Days (Total: 20 Hours)

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1.0 Course Overview

This training module introduces participants to the **mindset, methods, and mechanics of negotiation** in personal, professional, and high-stakes environments. Whether you're negotiating a raise, a contract, or daily life matters, you'll learn how to approach any negotiation with clarity, confidence, and composure.

2.0 Learning Outcomes

By the end of this course, participants will be able to:

- Understand negotiation psychology and key principles
- Prepare strategically for any negotiation situation
- Apply proven tactics to influence and persuade
- Handle objections, silence, and resistance with ease
- Reach favorable outcomes while preserving relationships

3.0 Training Methodology

- Live Role Plays and Simulation Rounds
- Group Strategy Breakdowns
- Guided Worksheets & Planning Templates
- Debriefs with Feedback and Improvement Cycles
- Negotiation Style Assessments and Real-Life Case Studies

4.0 Introduction to Negotiation Psychology (3 Hours)

Objectives:

- Understand what negotiation is, when it's happening, and how we respond to it

Topics Covered:

- What is Negotiation? Everyday vs High-Stakes
- The Psychology of Influence and Persuasion
- Mindset and Emotional Intelligence in Negotiation
- Understanding Needs vs Wants
- Your Personal Negotiation Style

Activities:

- Self-Assessment: Your default negotiation behavior
- Group Discussion: Famous negotiators — what made them effective?
- Reflection: Recent negotiations in your own life

5.0 Preparation and Goal-Setting for Negotiation (3 Hours)**Objectives:**

- Learn how preparation defines success before a negotiation begins

Topics Covered:

- The Power of Pre-Negotiation Planning
- BATNA: Best Alternative to a Negotiated Agreement

- Setting Targets, Bottom Lines, and Walk-Away Points
- Mapping Stakeholders and Interests
- Understanding Leverage and Timing

Activities:

- Worksheet: Create a negotiation prep sheet for a real-life scenario
- Role Play: Enter a negotiation with poor vs strong prep
- Task: Identify 3 ways to strengthen your BATNA

6.0 Key Negotiation Strategies and Tactics (4 Hours)

Objectives:

- Master practical tools and approaches for effective negotiation

Topics Covered:

- The “Yes, And” Approach vs “Take It or Leave It”
- Questioning, Mirroring, and Labeling Techniques
- Silence and Listening as Tactical Tools
- Anchoring, Framing, and Concessions
- Non-Verbal Communication and Reading the Room

Activities:

- Simulation: Negotiate salary with anchoring strategies
- Task: Practice “label and mirror” with a partner

- Lab: Adjust body language and tone for confidence

7.0 Handling Objections, Power Plays, and Difficult People (3 Hours)

Objectives:

- Stay composed and assertive under pressure

Topics Covered:

- Common Objections and How to Respond Effectively
- Managing Emotions — Yours and Theirs
- Dealing with Passive-Aggression and Manipulation
- Power Dynamics: What If They Have More Leverage?
- When to Pause, Delay, or Walk Away

Activities:

- Role Play: Calmly handle a heated negotiation
- Case Study: Analyzing a high-pressure boardroom deal
- Exercise: Reframe 3 common objections into opportunity

8.0 Building Win-Win Agreements and Closing Deals (3 Hours)

Objectives:

- Shift from confrontation to collaboration and long-term value

Topics Covered:

- Collaborative Negotiation: Expanding the Pie
- Creating Agreement Language That Works
- Knowing When to Close
- Ensuring Follow-Through and Accountability
- Documenting Terms Effectively

Activities:

- Partner Exercise: Draft a short agreement after mock negotiation
- Task: Rebuild a “win-lose” deal into “win-win”
- Discussion: What does ethical negotiation look like?

9.0 Real-Life Role Plays and Case Simulations (2 Hours)**Objectives:**

- Apply skills to realistic negotiation scenarios

Topics Covered:

- Personal Scenarios: Rent, Salary, Conflict Resolution
- Professional Scenarios: Client Deals, Vendor Contracts, Internal Buy-In
- Crisis Negotiation Lite: Time Pressure, High Stakes
- Negotiating When You’re Not in the Power Seat

Activities:

- Role Play Circuit: Rotate through 3 real-world negotiation roles
- Peer Review: Offer feedback on tone, strategy, and impact
- Reflection: What negotiation style worked best for you?

10.0 Conclusion and Wrap-Up (1 Hour)

Key Takeaways:

- Reinforce confidence and set a personal growth plan

Final Activities:

- Showcase: Present your Negotiation Playbook
- Certificate Distribution
- Feedback and Journaling: “My Negotiation Commitment”