

MODULE

6

Negotiation Skills

PURPOSE OF THE PROGRAMME

The purpose of this programme is to equip the learners with the necessary knowledge, skills and attitudes to negotiate an agreement or deal in an authentic work situation.

PROGRAMME OUTCOMES

On completion of this programme learners will be able to:

- Explain the need for negotiation skills in business.
- Explain the steps in the negotiation process.
- Apply the steps in the negotiation process to an authentic situation.
- Explain strategies that could be used in negotiation.

PROGRAMME OUTLINE

- The need for negotiation skills in a business.
- The steps in the negotiation process.
- Apply the steps in the negotiation process.
- Methods to enhance an entrepreneurial profile.

LEARNING ASSUMED TO BE IN PLACE

Delegates who wish to enrol on this programme should be competent in Communication and Mathematical Literacy at NQF level 3.

RECOGNITION OF PRIOR LEARNING (RPL)

RPL against this unit standard is allowed. Application forms are available from our offices.

METHODOLOGY

Training Programme Duration: 2 Days

Assessment: Portfolio of evidence will be submitted within two weeks after completing the training. Assessment activities include questioning to test knowledge and ability to apply as well as observation of the negotiation process.

Certification: This includes obtaining endorsement from the SETQAA.

Unit Standard(s):

- 13948 - Negotiate an agreement or deal in an authentic work situation.

NQF Level: 4

Credits: 5

TARGET GROUP

Junior managers include, but are not limited to team leaders, supervisors, first line managers and section heads. The position or term is used to describe the first level of management in an organisation at which an employee has other employees reporting to him/her.

BENEFITS

- Effective negotiation
- Effective deal closing
- Credits towards a qualification
- Improved opportunities to claim skills grants