

# Frequently Asked Questions

**Course Title:** Negotiation Skills

**Course #:** 4365

**Duration:** 2 Days

**Delivery Method:** Instructor-led live classroom

**Alternative Delivery Methods:** Instructor-led online (synchronous)

## 1. What business or organizational need does this course address?

Explore tactful and effective negotiation strategies that result in positive outcomes that yield mutually beneficial solutions. By understanding others' intentions and goals, you can develop creative solutions and recover stalled negotiations. You will apply negotiation skills and tactics to a variety of challenging situations that mirror real workplace scenarios.

## 2. Who should attend?

This course is designed for individuals who want to learn to negotiate agreements in a way that builds and maintains effective working relationships.

## 3. What will I learn how to do in this course?

- Analyze concepts associated with the practice of negotiation
- Effectively plan for a negotiation with consideration of differing negotiation styles
- Assess key concepts and strategies related to interest-based negotiations
- Apply concepts of negotiation to a workplace situation

## 4. What kinds of activities are included in this course?

Individual, small-, and large-group practical exercises; case studies, self-assessments, discussions, roleplays, and application-planning.

## 5. Are there prerequisites for this course?

Suggested:

- [Critical Thinking for Problem Solving](#)
- [Influencing Skills](#)
- [Interpersonal Skills: Developing Effective Relationships](#)

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## 6. Do I have to complete any prework for the course?

There is no prework required for this course.

## 7. Is this course applicable toward a professional certification?

This course applies toward the DoD FM Certification Program.

## 8. Does this course count for credit toward a Management Concepts Certificate Program?

This is an elective course in the following program(s):

- [Business Analysis and Requirements Management Master Track](#)
- [Professional Skills Certificate Program](#)
- [Leadership Certificate Program](#)
- [Project Management Master Track](#)
- [Agile in Government Master Track](#)
- [Program Management Certificate Program](#)

## 9. What credits do I earn by completing this course?

The following credits are available for this course:

NASBA CPEs: 16

NASBA Field of Study: Communications and Marketing

NASBA Level: Intermediate

CEUs: 1.3

PDU: 14

CLPs: 16

## 10. What course(s) do you recommend after I complete this course?

- [Resolving Conflict](#)
- [Communicating Strategically](#)

## 11. What are Additional Features?

Most courses and training solutions have **Additional Features** designed to help every learner master and retain the concepts explored in the course. You can see which Additional Features are added to this course on the

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course page under the **Learning Objectives & Additional Features** tab – and for a more detailed exploration of our Additional Features, you can visit [this web page](#).