



# Next Step

*Professional Education for Continued Success*

## The Art of Successful Negotiation

February 13 - March 20, 2007



**W**in/win agreements are not easy to accomplish. Becoming a negotiator who can achieve win/win agreements does not happen overnight. You need to learn a mind-set and a process that will take you where you want to go and then have the opportunity to practice the skills you're learning with constructive feedback. This seminar is designed for anyone who wants to engage in negotiations that produce lasting agreements and work to the benefit of both parties.

### **This six-week seminar will cover:**

- The Golden Rules of Negotiation
- Preparing effectively for the outcome you want
- Exploring practical negotiation models and strategies
- Planning and organizing effective negotiations
- Dealing with manipulative negotiation techniques
- Gaining and maintaining control of a negotiation
- 7 ways to handle conflict
- Learning to manage emotions
- Keeping the negotiation process on track
- When to walk away

This is a highly interactive seminar that includes classroom activities and role-play exercises. Upon conclusion of the seminar, participants will be able to develop and negotiate a win/win strategy and agreement.

### **Instructor: Michael A. Parker, CPM**

Currently assistant purchasing agent at the University of Rhode Island, Mike was purchasing director at the Providence Journal Company for 11 years. He is purchasing instructor for the Purchasing Management Association of Rhode Island and also teaches in Bryant University's Certificate in Business Management Program. He earned his BA and MBA at Providence College.

### **Details:**

Dates/Time: Tuesdays, February 13 to March 20, 6:30 to 9:00 pm

Location: QVCC Room 127

Cost: \$299, includes text and all materials

**TO ENROLL:** Call Jill O'Hagan, QVCC Business/Industry Services Director

**860-774-1133**