
OPEN TRAINING

Preparing Negotiations with Suppliers

Making sure to come well
prepared at the
negotiation table

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Content

No role play in this training! We think that attitude at the negotiation table is the result of an extended experience. This cannot be learned during a few minutes of role play. Preparation, on the other hand, is something everybody can do. Good preparation makes 90% of the success of a negotiation.

During this training participants will learn how to prepare and conduct a basic negotiation. It is our belief that no negotiation can end in a positive result if the negotiator is not well prepared. This training focuses on a detailed, thorough preparation of the negotiation. All possible aspects will have to be looked at.

After explaining the fundamentals of negotiations, we will explain how to analyse positions: what is the basic strategy? Where is the balance of power? What are possible tactics, and which one do we choose?

Next topic: What are the mutual objectives, and how far can we go? What can we give in, and what do we want?

Who are we (team roles, etc)? Preparing the location.

Who are they? The other's financial situation, the culture, the negotiator's experience and personality, etc.

A unique HighFive checklist will help to finalise the preparation.

Target Group

Junior Buyers

Senior Buyers

Purchasing Analysts

Purchasing Managers

SLA-managers

Any employee who is responsible for managing suppliers

Any employee who wants to feel more confident during negotiations

Objectives

This training focuses on basic negotiations and is a prerequisite to become a professional negotiator.

After this training, participants will feel more confident when they have to negotiate with a supplier, or a customer, or a colleague,



Program

Approach

Fundamentals

- Key concepts of a negotiation: LAA, MDO, BATNA
- Setting targets
- Team roles

Analyzing the positions

- Matrix of Kraljic
- Supplier preference matrix
- Power of Balance

Negotiation tactics

- An overview and brief explanation of possible negotiation tactics

More preparation elements

- Who are we?
- Who are they?
- Financial analysis
- The negotiation room

The preparation checklist

- Using the checklist to prepare a negotiation

Case study

A comprehensive case that shows the complete process

Exercise

Every participant will receive a USB stick with templates to help them to start doing their own negotiation preparation.

