
TOOLBOX

Preparing Negotiations with Suppliers

Making sure to come well
prepared at the
negotiation table

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Making sure to come well prepared at the negotiation table

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?
Some price considerations

The preparation checklist

Using the checklist to prepare a negotiation.

Case studies

During the training multiple examples will be shown to illustrate the process.

