

# Negotiation Skills

The new course from the International Bar Association (IBA) and BARBRI



# Develop effective negotiation skills in just 6 weeks



The new IBA & BARBRI Negotiation Skills Course will help you develop powerful negotiation skills by focusing on 9 core technical modules.

Each module includes realistic practice-based scenarios equipping delegates with the theoretical knowledge and practical skills needed to confidently carry out successful negotiations.

## Who is it for?

Negotiation Skills is designed to help junior partners develop powerful negotiation skills. It is ideally suited to lawyers with up to 5 years of post-qualified experience (PQE).

## Study commitments

The course starts on 25th September and runs over a 6-week duration. Learners will need to commit to 4-5 hours per week of study (at a time convenient to them).

## Course delivery

The course is delivered online through on-demand interactive resources including; videos, workbooks and exercises which have been designed to provide realistic practice-based scenarios.

## Certification

Upon completion of the course, delegates will receive a digital badge and certification which can be used towards CPD hours.

## Course fees

The course fees are \$499 per delegate.

## Enrolment

Ready to enrol? Follow the link below.

[Book your place\(s\) here](#)

# Modules

Module	Key topics
<b>NEGOTIATING THEORY</b> The phases and different types of negotiation (including contentious and noncontentious)	<ul style="list-style-type: none"><li>• What Is Negotiation</li><li>• What Is Legal Negotiation</li><li>• Lawyers' Role in Negotiations</li><li>• Negotiation Styles</li><li>• Negotiation Strategies</li><li>• Negotiation Phases</li><li>• Qualities And Skills of Effective Negotiators</li></ul>
<b>NEGOTIATING STYLES</b> The role of personal beliefs and emotions in negotiations	<ul style="list-style-type: none"><li>• Which Style to Use</li><li>• Ascertaining Your Own Style</li><li>• Recognising Strategies</li></ul>
<b>PLANNING AND PREPARING A NEGOTIATION</b> How to set short/medium/long-term objectives, and methods of preparation	<ul style="list-style-type: none"><li>• Be Aware of Assumptions</li><li>• Planning Strategies</li><li>• Planning Tactics</li><li>• Initial Presentation Stage</li><li>• Perspective Taking</li><li>• Stage One Negotiation Checklist</li></ul>
<b>STARTING THE NEGOTIATION</b> Setting the agenda, choosing the best venue, deciding who goes first	<ul style="list-style-type: none"><li>• Choosing The Location</li><li>• Seating Arrangements</li><li>• Negotiations Which Are Not Conducted Face-To-Face</li><li>• Making The First Move</li><li>• The Right Mindset</li></ul>
<b>DEALING WITH ISSUES</b> Considering associated skills including trading, questioning, clarifying, being assertive	<ul style="list-style-type: none"><li>• Common Negotiation Techniques</li><li>• Assertive Trading</li><li>• Questioning Skills</li><li>• Listening Skills</li></ul>
<b>COMMUNICATION SKILLS</b> Communicating through signaling, projecting, and reading body language	<ul style="list-style-type: none"><li>• Facial Expressions</li><li>• Virtual Meetings and Body Language</li><li>• Mirroring</li></ul>
<b>DEALING WITH DEADLOCK</b> When to take a break, look at other aspects of the deal, changing something to allow people to climb down	<ul style="list-style-type: none"><li>• BATNAs</li><li>• ZOPAs</li><li>• Walkaway Positions</li><li>• Checklist For Deadlock</li></ul>
<b>TRICKS AND TACTICS</b> How to detect them and deal with them effectively	<ul style="list-style-type: none"><li>• Tactics</li><li>• Tricks</li><li>• Diffusing Tactics and Tricks</li></ul>
<b>CLOSING STAGES</b> Seeing light in the tunnel, pulling together the loose ends, summarising the agreement	<ul style="list-style-type: none"><li>• Final Stages</li><li>• Benchmarks And Deadlines</li><li>• Shut-Down Moves</li><li>• Take A Break</li><li>• Trusted Third Parties</li><li>• Change The Team</li><li>• Contingent Contracts</li></ul>

# Module outcomes

Students are required to apply the knowledge outcomes in each module to realistic practice-based scenarios at the level of a competent newly qualified solicitor in practice.

The depth and breadth of knowledge required in each area is indicated in the module tables below and reflects the type of work in which a competent trainee or newly qualified solicitor in your practice could be engaged.

Area	General overview	Key concepts and general principles	More detailed grasp of subject
<b>NEGOTIATING THEORY</b> Have a broad understanding of negotiation theory (contentious and noncontentious) together with the phases, and different types of negotiation			
<b>NEGOTIATING STYLES</b> Be familiar with different negotiating styles and understand the role of personal beliefs and emotions in negotiations			
<b>PLANNING AND PREPARING A NEGOTIATION</b> Be able to plan and prepare for a negotiation – including setting short-medium- long term objectives			
<b>STARTING THE NEGOTIATION</b> Be able to implement appropriate opening steps – setting the agenda, choosing the best venue, deciding who goes first			
<b>DEALING WITH ISSUES</b> Deal with issues using associated skills of trading, questioning, clarifying and being assertive			
<b>COMMUNICATION SKILLS</b> Communicate through signaling, projecting, and reading body language			
<b>DEALING WITH DEADLOCK</b> Deal with deadlock using proven techniques (including taking a break, looking at other aspects of the deal etc)			
<b>TRICKS AND TACTICS</b> Recognize and detect tricks and tactics and know how to counter them			
<b>CLOSING STAGES</b> Know how to close (including pulling together the loose ends and summarizing the agreement)			



[www.barbri.com](http://www.barbri.com)  
[www.ibanet.org](http://www.ibanet.org)



 **barbri**®

PF-P-NS-0723-V1