



NEGOTIATE AN AGREEMENT OR DEAL IN AN AUTHENTIC WORK SITUATION

Unit Standard: 13948



Course Information



Qualification Title	Further Education and Training Certificate: New Venture Creation
Course Title	Negotiate an Agreement or Deal in an Authentic Work Situation
Course Level	4
Course Credits	5
Course Duration	Three days
Cost of Course	R 2 800,00 per delegate (excluding 15% VAT)

Course Overview

The course is intended for managers of small businesses and junior managers of business units in larger organisations or any employee who is involved in situations where negotiation skills are required.

Further Education and Training Certificate: New Venture Creation

Who Should Attend?	• Senior and Junior Managers. • Entrepreneurs. • Those who would like to complete the qualification.
Course Objectives	• Explaining the need for negotiation skills in business. • Explaining the steps in the negotiation process. • Applying the steps in the negotiation process to an authentic situation. • Explaining strategies that could be used in negotiation.
Benefits	Benefits of this course include: • Learners can make decisions in identifying deciding on a position, anticipating responses from the other party, conceding in negotiation and closing a negotiation. • Learners can collect, organise and evaluate information in preparing for negotiation and asking questions of the other party. • Learners can communicate effectively and responsibly in negotiating in a selected scenario • Learners can demonstrate an understanding of the world as a set of related systems when recognising the relation between the democratisation of the workplace and the need for negotiation skills.

Course Content

Course Modules	Course modules consist of: 1. Explain the need for negotiation skills in business. 2. Explain the steps in the negotiation process. 3. Apply the steps in the negotiation process to an authentic work situation. 4. Explain strategies that could be used in negotiation.
Certification and Assessments	All delegates who complete the summative assessment will be assessed, moderated, and receive a SOR (Statement of Results). Thereafter a Certificate of Competence from WWISE (or SETA for qualifications) will be issued.

About WWiSE

Who are we?

World Wide Industrial & Systems Engineers (WWiSE) is an ISO consultancy, training, business solutions, and systems implementation firm based in Southern Africa that provides clients with effective business processes management solutions in preparation for ISO compliance. The solutions we provide and implement allow our clients to compete favourably in modern competitive business environments, both locally and internationally. We also strive to be the leading training providers in SHERQ, ISO, Engineering, Finance, Business, and Project Management.

What do we do?

Our services are aimed at the improvement of quality, efficiency, knowledge, and competitiveness of client companies. This service range includes:

- ISO and SHERQ Systems implementation services, whereby we assist clients in meeting the requirements of (but not limited to) ISO 9001, 14001, 22000, 31000, 27001, 20000-1, 50001, and ISO 45001 Standards.
- Integrated Management Systems development whereby we integrate several business systems and management solutions into a single management system to comply with standards.
- Training of all employees (Shop Floor to Executive Management) in the fields of SHERQ, Engineering, Finance, Business, and Project Management to meet job responsibilities and expertise requirements of International Standards.
- ISO and Legal Auditing which includes Gap Analysis Audits, Product, Process, Procedural, and Systems auditing by our registered SAATCA Auditors.
- Customised web-based solutions integrating current systems to be in line with ISO requirements.

We are a Level 1 BBBEE Contributor that specialises in systems development, consultancy, training, and auditing.