



# Overview of Workshop Offering: Negotiation Planning Workshop

Outsourcing Support Services (OSS)

# Negotiations Planning Workshop | Overview



**Purpose:** Discuss the fundamentals of interest-based negotiations with the client and partner with the client to develop a strategy for upcoming supplier negotiations

## Agenda

- Introductions and background
- Review of key components and tools of value in Negotiations
- Begin to develop negotiation strategy
- Identify open issues and action items

5-6 hours of joint problem-solving and planning

Additional details and timing on following page

## Objectives

- Build client's knowledge of interest-based negotiations, key components of negotiation, and useful tools
- Begin to develop a negotiations strategy for client to further develop and refine as negotiations unfold with supplier

## Typical participants

- Current relationship manager or core team leader
- Current delivery manager or Project manager
- Finance lead
- Sourcing lead
- Legal

## Everest inputs

- Expert, experience based, market insight
- Direction in the development of a negotiations strategy
- Summary presentations/tools on interest-based negotiations
- Facilitation workshop

## Client preparation

- Identify any corporate "must have" items
- Prioritize list of key items to be negotiated with supplier
- Develop list of acceptable alternatives if stated priorities can not be met by supplier

Agenda item	Time allocation
<b>Introductions and background</b> <ul style="list-style-type: none"><li>■ Introduction to interest based negotiations</li><li>■ Organizing for negotiations</li><li>■ Timelines</li><li>■ Dealing with contentious issues</li><li>■ Conducting the negotiations</li></ul>	1 hour
<b>Review of key components and tools of value in Negotiations</b> <ul style="list-style-type: none"><li>■ Tool identification</li><li>■ When and how tools are used</li></ul>	1.0 hour
<b>Begin to develop negotiation strategy</b> <ul style="list-style-type: none"><li>■ Discussion of buyer's prioritized list of key negotiation items</li><li>■ Refine list and identify possible positions</li><li>■ Highlight items to be further evaluated/completed (e.g., missing scope, input from end-users on trade-offs)</li></ul>	2.0 hours
<b>Identify open issues and action items</b> <ul style="list-style-type: none"><li>■ Assign action items</li><li>■ Determine target dates</li></ul>	1 hour

# Negotiations Planning Workshop | Preparation for Workshop



## Client

- Identify any “must have” negotiation items to meet corporate minimum requirements
- Bring following items to the workshop
  - Prioritize list of key items to be negotiated with supplier (provide to Everest 2 days in advance of workshop)
  - Develop list of acceptable alternatives if stated priorities can not be met by supplier
- Invite appropriate meeting participants
- Secure logistics for meeting (room, audio-visual, etc.)

## Everest

- Expert, experience based, market insight
- Direction in the development of a negotiations strategy
- Facilitation of discussion and learning environment
- Confirm logistics of workshop
- Bring following items to the workshop
  - Summary presentations/ tools on interest-based negotiations
  - Comments on prioritized list of key items to be negotiated

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