

Effective Negotiations in English: Prepare, Present, Prevail

How to convince and prevail – even in a foreign language

The internationalisation of business requires us to conduct more and more meetings and negotiations in the English language. Effective communication and negotiation skills have become vital factors in achieving success in our professional lives. With thorough preparation and convincing arguments, well presented to your audience, you can achieve your goals with greater ease. Through our seminar you will be able to increase confidence when using English with clients, colleagues and suppliers in meetings and negotiations.

Content

Well prepared for your success

- Preparing and structuring a meeting.
- Opening, closing and conducting a meeting.
- Defining your goals and interests.
- Preparing negotiations in writing and defining your negotiating strategy.

Mastering the (group) psychology of negotiations and deal design

- Understanding the psychological aspects and motivations behind decision-making.
- Understanding cognitive biases, emotion regulation, and perception.
- Navigating the complexities of negotiations involving multiple parties.
- Effectively negotiating as a team.
- Learning how to design and create deals that meet the needs of all parties involved.

Aspects of a successful negotiation

- Considering the basics of communication.
- Showing an honest interest in your negotiation partner.
- Presenting arguments convincingly – using your rhetorical skills.
- Showing flexibility and being prepared for compromise.
- Aiming for co-operation, not confrontation.

Success with communication skills

- Establishing a good rapport.
- Describing complex situations clearly and concisely.
- Taking the lead in the meeting.
- Reaching your goals by clearly stating your interests.
- Being authentic in your performance.
- Taking body language into account.

The role of language

- Perfect communication without perfect grammar.
- Important phrases in English conversation.
- Pacing your speech for effectiveness.
- Presenting unpleasant messages.
- Presenting the benefits for all negotiation partners.
- Humour as a communication tool.

Managing difficult situations

- How to handle questions, disruptions and objections.
- How to manage uncooperative behaviour and resistance.
- Building up a solid negotiation position.
- Staying friendly under pressure.

Successful intercultural meetings

- Interacting with respect, openness and understanding.
- Avoiding stereotyping and being aware of cultural do's and don'ts.
- Handling misunderstandings with confidence.

Tips for your business practice and exercises

Online Learning Platform

Once you have registered, you will be able to access your online learning platform, including extra materials for consolidating what you have learned.

Your benefits

- You will learn how to be convincing with your arguments and how to reach your goals in meetings and negotiations.
- You will emphasise on the strengths in your communication and enhance your abilities to communicate effectively.
- You will gain self-confidence using English in your professional life.

Methods

Workshop with effective tools and techniques. Through exercises, role plays and public speaking practice in the seminar you will be able to develop more self-confidence when speaking in the English language. Constructive feedback will support you in improving your negotiation style. This training is oriented towards your strengths with an emphasis on positive thinking and supports an effective learning process.

Who should attend

Anyone who wishes to communicate and negotiate professionally in English.

Open Badges - Show what you can do digitally too.

Open Badges are recognised, digital certificates of participation. These verifiable credentials are the current standard for integration in career networks such as LinkedIn.

With them, you digitally demonstrate the competences you possess.

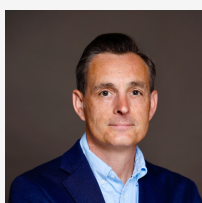
After successful completion, you will receive an Open Badge from us.

Read more:

<https://www.haufe-akademie.de/seminare-lehrgaenge/trending-topics/open-badges>



Instructor



Neil Benfield

I work as a trainer and coach with over 20 years of experience as a trainer, lecturer, and corporate professional in international environments. My work focuses on communication, leadership development, negotiation, and conflict



Nicolai Schümann

Ich bin Trainer, Berater und Storyteller mit internationalem Hintergrund in Innovation, KI, Strategie sowie Supply-Chain- und Organisationsentwicklung. Seit vielen Jahren unterrichte ich an führenden Londoner Universitäten und

management, with a strong emphasis on clarity, structure, and practical application. I am known for highly interactive, practice-oriented trainings that enable direct transfer to the workplace, particularly in English-language and online working contexts.

arbeite mit Unternehmen jeder Größenordnung – vom Mittelstand bis zum Konzern. Mein Fokus liegt darauf, komplexe Themen verständlich zu machen, strategisch zu denken und Menschen zu befähigen, KI und Innovation wirksam in Führung, Kommunikation und Entscheidungsprozesse zu integrieren.

Training details

Training in English | Präsenz

2 days
Limited number of participants

Dates & locations

29.-30.06.2026

Frankfurt a. M.

Venue

relexa hotel Frankfurt/Main

Days & Times

Monday, 29.06.2026

9:00 am – 5:00 pm

Tuesday, 30.06.2026

9:00 am – 5:00 pm

Current dates and further information can be found at www.haufe-akademie.de/7891

Participation fee

€ 1.540,- excl. VAT

€ 1.832,60 incl. VAT

The stated participation fee includes a group lunch per full seminar day, refreshments during breaks and extensive course handouts. The participant must settle accommodation costs directly with the hotel. Regarding the booking of the hotel, you will find a reservation form in your online learning platform.

Your registration options

Online: www.haufe-akademie.de/7891

E-mail: anmelden@haufe-akademie.de

Book your training course quickly and easily online. Please be sure to enter the name of the participant and the full billing address with telephone number and e-mail address.

In our Questions & Answers (FAQ) section you will find all the answers to the most frequently asked questions about our training courses:

<https://www.haufe-akademie.de/faqs>

You can also find our detailed conditions of participation on the Internet under www.haufe-akademie.de/agb or in the overall program.

You can find the complete data protection regulations at www.haufe-akademie.de/datenschutz.

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