

Course ID
SASKILLS
Course Duration
2 days

Course Title
Critical Success Skills for Site Acquisition: Project Management, Negotiating, and Interpersonal Communications

Related Courses

- Site Acquisition: Where to Hang All Those Antennas (SITEACQ, 2-3 days)
- 4G Technologies & Services: For All Audiences (W-4G, a half day e-learning course)
- **Future of Wireless: WiMAX, LTE, OFDM/MIMO (FUTURE, 1-2 days)**
- Effective Negotiation: Beyond Win-Win! (1 day, NEGOTIATE)
- Getting More Done in Less Time: Time & Priority Management (1 day, TIMEMGT)
- Project Management Workshop (2 days, PROJMG2)

Aimed At

Telecommunications site acquisition specialists who work with property owners, zoning boards, government offices, members of the public (including activist groups), and others in the site development team such as RF Engineering, A&E, Construction, attorneys, and others.

Group Size

7-25

Prerequisites

None

Course in a Nutshell

In this course, you will learn the planning and “people” side of site acquisition and construction.

We will learn the planning and project management techniques and tools that will help juggle the many tasks, priorities, and communications lines involved in the site development process. This will allow you to adopt strategies that will prevent details from falling through the cracks and impeding the successful closure of site acquisition deals.

You will develop the skills necessary to negotiate with an individual property owner, a corporation, or their attorney to get the best deal possible. You will also learn to effectively handle proactive and reactive conflict that might arise with property owners, zoning and other government officials, people in the community, and fellow members of the site acquisition team.

Customize It!

Customize this course at little-to-no additional expense to your specific needs. Tell us about the specific site development challenges that face your organization and we’ll tailor the course to address them.

Learn How To

- Create a charter and conduct a gap analysis to determine project scope
- Determine obstacles to project success and proactively address them
- Formulate measurable objectives that create accountability
- Utilize the critical path method to do the right thing at the right time
- Develop a work flow document to keep a project on task and hold people accountable for their outcomes
- Effectively estimate the length of a project
- Efficiently use tools to keep a project on track and hold people accountable for their outcomes
- Use a seven step process for negotiating effectively
- Explore the three modes of negotiation
- Move a potentially reactive conflict to a proactive negotiation
- Move people off their positions with interest-based solutions
- Prepare effectively for a negotiation by determining your BATNA, reservation price, ZOPA and victory speech
- Negotiate successfully from weakness
- Negotiate effectively in an adversarial relationship
- Responsibly deal with those who refuse to negotiate

Course Outline

- Introduction to Planning and Project Management
 - Course objectives and road map
 - Special project management challenges posed by the site acquisition process
 - Nine steps to effective project management
- Initiating the Project
 - Linking projects and outcomes with stakeholders' goals and priorities
 - Project charters
 - Gap analysis: Description of the project
- Developing Objectives and Diagnosing Issues
 - Designing SMART objectives
 - Making objectives accountable and measurable
 - Root cause analysis tools
 - Communication tools that keep everyone on track
 - Planning through work breakdown structure
 - GANTT charts and critical pathways, projecting project length
- Preparing for Negotiations
 - When do we negotiate?
 - Setting up a pre-negotiation strategy that creates a win/win scenario
 - Developing a BATNA and reservation price
 - Preparing for your ZOPA and victory speech
 - Relationship building
- Negotiating and Handling Conflict

- Is conflict good or bad?
- The number one reason negotiations fail and how to prevent it
- Dispelling negotiation myths
- Five negotiation outcomes explored
- Interest-based negotiations
- True Listening
- Create an interest-based playing field
- Understand the game of concessions and compromise
- Using position power carefully; knowing your best source of power and knowing when to walk away
- Close Out
 - Wrap-up and Q & A
 - Action planning

How You Will Learn

- A highly qualified soft-skills instructor, who is also familiar with the site development process, will present this course in a highly interactive “workshop” (lecture/practice) format.
- You will learn the tools and techniques for planning, project management, negotiation skills, conflict management and general communication and listening. You will practice them right in class, so you will be ready to apply them as soon as you get back to work.
- You will receive a printed Participant Handbook which will help you remember, retain, and reference what you learned in class.

Revised

May 26f, 2011