



HABITUS
INCORPORATED

We are innovators in
negotiation, communication
& conflict management.

Every company is different, every challenge unique.

We work closely with you and your organization to create engagements that make an impact on the way you communicate as a company and as individuals. As we learn about your specific situation, we customize our services to ensure you not only learn the best approaches, but also how to consistently put them into practice.

We build on our three most popular trainings, Negotiation, Difficult Conversations, and Facilitations, to create a customized plan for you.



Negotiation

Our Negotiation Training delivers the skills and techniques necessary to master even the most challenging and uncomfortable negotiation scenarios you will face.

Negotiation

You'll learn how to:

- Assess your existing strengths and weaknesses as a negotiator
- Systematically prepare for and outline the structure of a negotiation
- Diagnose what isn't working and learn to take the necessary steps to get your conversation back on track and refocus your negotiations
- Manage emotions, difficult tactics, manipulative counterparts and difficult personalities
- Strengthen relationships with counterparts without sacrificing substances or giving in on meeting your goals
- Expand and uncover hidden value
- Identify when it is time to walk away

Examples of customized Negotiation Training:

Negotiating for Good

Negotiation Core Skills

Interest Identification Lab

Dealing with Difficult Tactics

Competitive Negotiations

Womens Professional Development
(with an emphasis on gender and power)

Cross Cultural Negotiation

Negotiation With and Without Perceived
Power

Moral Advocacy

Email Negotiation

Making More Inclusive Work Environments

Improving Sales Team Effectiveness



Difficult Conversations

The ability to effectively manage even the most challenging conversations –without damaging your relationships – is crucial to an organization's growth and sustainable success. Our training teaches strategies for managing these difficult conversations with confidence.

Difficult Conversations

You'll learn how to:

- Understand the unique structure shared by all difficult conversations
- Prepare for difficult conversations
- Navigate your intense emotions and those of others
- Bring up difficult issues skillfully and with confidence
- Manage Difficult tactics such as blame and negative judgments
- Prevent future conflict
- Transform these skills into habits and mindsets so you can continue to successfully employ them long after the training ends.

Examples of customized Difficult Conversations Training:

Difficult Conversations for New Managers

Difficult Conversations for Human Resource Teams

Difficult Conversations Surrounding Hiring

Firing and Performance Reviews

Achieving Radical Candor

Emotions Management



Meeting Design & Facilitation

The ability to design and facilitate meetings increases an organization's capacity to identify and achieve strategic goals, address organizational conflict and shortcomings, spur collaborative thinking and creativity, increase employee engagement and strengthen working relationships. Our practical training model offers you concrete skills you can apply immediately.

Meeting Design & Facilitation

You'll learn how to:

- Design meeting agendas to match the objectives of the meeting
- Understand and play the role of a meeting facilitator including preparation and follow up
- Listen for the logic, feelings and needs underlying people's comments and arguments
- Structure meetings to balance contribution such that all voices are heard (Engage previously silent members and manage members who talk too much)
- Support and lead group decision-making
- Capture relevant meeting notes and distribute action items

Our Meeting Design Trainings have addressed meetings that are not running as desired; they have given leaders a framework for success by helping them increase effectiveness, making meetings time and money well spent.

Including:

Fundamentals of Meeting Prep

Agenda Design

Rhombus Fiesta

“I just wanted to send this note to let you know how fantastic I thought your training was. I think the tools you are offering people – and this skilled way in which you are presenting it – is extremely powerful. I feel that I have been handed the thing that will make or break our business, or at least my role in it. I look forward to watching your company grow and working with you further!”

Lauren, Director of Operations NU, Ecological Engineering and Design

Training

Preparing for a high-stakes negotiation? Looking for a better way to manage workplace disagreements and difficult conversations? Habitus trainers will teach you effective techniques and make sure you're comfortable using them.

The methods we teach are centered around the principle that a collaborative approach to deal-making yields better results for everyone, creating additional value while strengthening the bonds that are foundational to successful business relationships. Our tools can be applied broadly to empower your team in everything from handling difficult customer interactions to increasing sales.

Meeting Design & Agenda Planning

Avoid the frustration and resource drain of the “meetings that should have been an email” when your meetings are intentionally designed. Whether it's a weekly team check in, or an annual board meeting, Habitus can help you design an agenda that will capture and engage the attention of the room, ensure relevant voices are heard, and arrive at successful decisions and a clear path forward.

Facilitation

Habitus' facilitation services create the shared understandings necessary for high-stakes or complex decision making. Whether it's designing your monthly C-Suite meeting agenda or planning and managing your next company retreat, our facilitation services give you the tools you need to make optimal use of the time and talent in your organization.

Personal Coaching

Get intensive individual or small group coaching to master transformative communication and interpersonal skills. This highly personalized approach will empower you to confidently move forward to create lasting changes in your career or within your organization.

Mediation

At an impasse? Sometimes that happens, despite the best intentions and efforts of everyone involved. Habitus mediators are trained to guide stakeholders to a mutually agreeable outcome by acting as a neutral third-party.

Certified



Corporation



SBN

Sustainable Business Network
of Massachusetts



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