



**Australian Government**

# **RIIBEF601D Conduct business negotiations**

**Release: 2**

## RIIBEF601D Conduct business negotiations

### Modification History

Release	Comment
1	This unit replaces RIIBEF601A Conduct business negotiations.
2	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

### Application

This unit describes a participant's skills and knowledge required to conduct business negotiations in the Resources and Infrastructure Industries.

This unit is appropriate for those working in supervisory roles.

Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and Industry sectors. Relevant information must be sourced prior to application of the unit.

### Elements and Performance Criteria

1 Establish and confirm the organisation's objectives	<p>1.1 Access, interpret and apply business negotiation documentation and ensure the work activity is compliant</p> <p>1.2 Identify and target available business opportunities</p> <p>1.3 Facilitate discussions with stakeholders to develop strategies and ideas to meet objectives</p> <p>1.4 Analyse information to allow for assessment of the short-term and long-term position of the business</p> <p>1.5 Ensure agreed decisions and recommendations fall within the operations business objectives and legislative requirements</p>
2 Conduct business negotiations	<p>2.1 Consult and/or lobby key stakeholders who can assist in achieving the objectives</p> <p>2.2 Ensure preparation for the meeting is sufficient to enable effective business negotiation and to achieve desired objectives</p> <p>2.3 Ensure contributions to the negotiations are clear,</p>

	concise and relevant to achieving business objectives 2.4 Document/record in writing key outcomes of negotiations
3 Evaluate negotiation outcomes	3.1 Evaluate outcomes of negotiations 3.2 Refer outcomes of negotiations to key stakeholders 3.3 Review outcomes of negotiations for improvement 3.4 Follow up, and circulate as necessary, outcomes and decisions

## Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

## Unit Mapping Information

RIIBEF601A Conduct business negotiations

## Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>