



Australian Government

RIIBEF601E Conduct business negotiations

Release: 1

RIIBEF601E Conduct business negotiations

Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 5.0.

Application

This unit describes the skills and knowledge required to conduct business negotiations in the resources and infrastructure industries.

It applies to those who work in management roles. They are generally responsible for the outcomes of others and contribute to the development of solutions to non-routine problems.

Licensing, legislative and certification requirements may apply to this unit and can vary between states, territories and industry sectors. Users must check requirements with relevant body before applying the unit.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Establish and confirm the organisation's objectives	1.1 Obtain, interpret and confirm work requirements 1.2 Access, interpret and apply documentation required to conduct business negotiations 1.3 Identify and target available business opportunities 1.4 Facilitate discussions with stakeholders to develop strategies and ideas to meet objectives 1.5 Analyse information to allow for assessment of the short-term and long-term position of the business 1.6 Ensure agreed decisions and recommendations fall within the operations business objectives and legislative requirements
2. Conduct business negotiations	2.1 Consult and/or lobby key stakeholders who can assist in achieving the objectives 2.2 Ensure preparation for the meeting is sufficient to enable effective business negotiations and to achieve desired objectives 2.3 Ensure contributions to the negotiations are clear, concise and

ELEMENT	PERFORMANCE CRITERIA
	relevant to achieving business objectives 2.4 Document/record in writing key outcomes of negotiations according to workplace procedures
3. Evaluate negotiation outcomes	3.1 Evaluate outcomes of negotiations according to workplace procedures 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

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Oral communication	<ul style="list-style-type: none"> Conveys information and requirements clearly, and listens carefully
Reading	<ul style="list-style-type: none"> Identifies and interprets relevant information from workplace procedures, documentation and regulations
Problem solving	<ul style="list-style-type: none"> Demonstrates an understanding of the ways in which variables impact on decision outcomes Identifies a range of factors that impact on a decision, including own values and principles, the needs, power, values, beliefs and assumptions of stakeholders
Oral communication	<ul style="list-style-type: none"> Articulates requirements and responsibilities clearly and distinctively, using industry standard technical language intended for audience and environment

Unit Mapping Information

Supersedes and is equivalent to RIIBEF601D Conduct business negotiations.

Links

Companion Volume implementation guides is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>