



ASSESSMENT **WORKBOOK**

*Understand How to Make Successful
Deals in a Business
R/506/6085*

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Introduction

This workbook has been developed so that you are able to collect and present evidence that demonstrates your knowledge and skills in relation to making successful deals in a business.

There are different sections that make up this workbook in order to make sure you are able to complete all of the tasks necessary but you will be provided with support as you move along by your Assessor.

Further learning materials and support is available through your studying membership of the Institute of Enterprise and Entrepreneurs. If you haven't yet received your login please speak to your Assessor who will be happy to sort this out for you.

This unit contains two learning outcomes and will support you to be able to:

- Understand why it is important to make deals when in business
- Understand the negotiation process

The evidence within this workbook will be assessed by,

Assessor Name:

and will be quality assured by,

Internal Quality Assurer Name:

Your Assessor will support you to plan how best to demonstrate your knowledge and skills which may be through the completion of the activities within this workbook or may include additional tasks best suited to you.

If any additional tasks are to be completed these will be listed in the table below with target dates for which you should try your best to complete each task listed.

| Task | Target Date | Re-planned Target Date |
|--|--------------------|-------------------------------|
| Completion of the activities included within this workbook | | |
| | | |
| | | |
| | | |
| | | |
| | | |

By signing below you agree to completing the work as detailed above and working with your Assessor to achieve this by the deadlines indicated.

Learner Name:

Signature:

Date:

Assessor Name:

Signature:

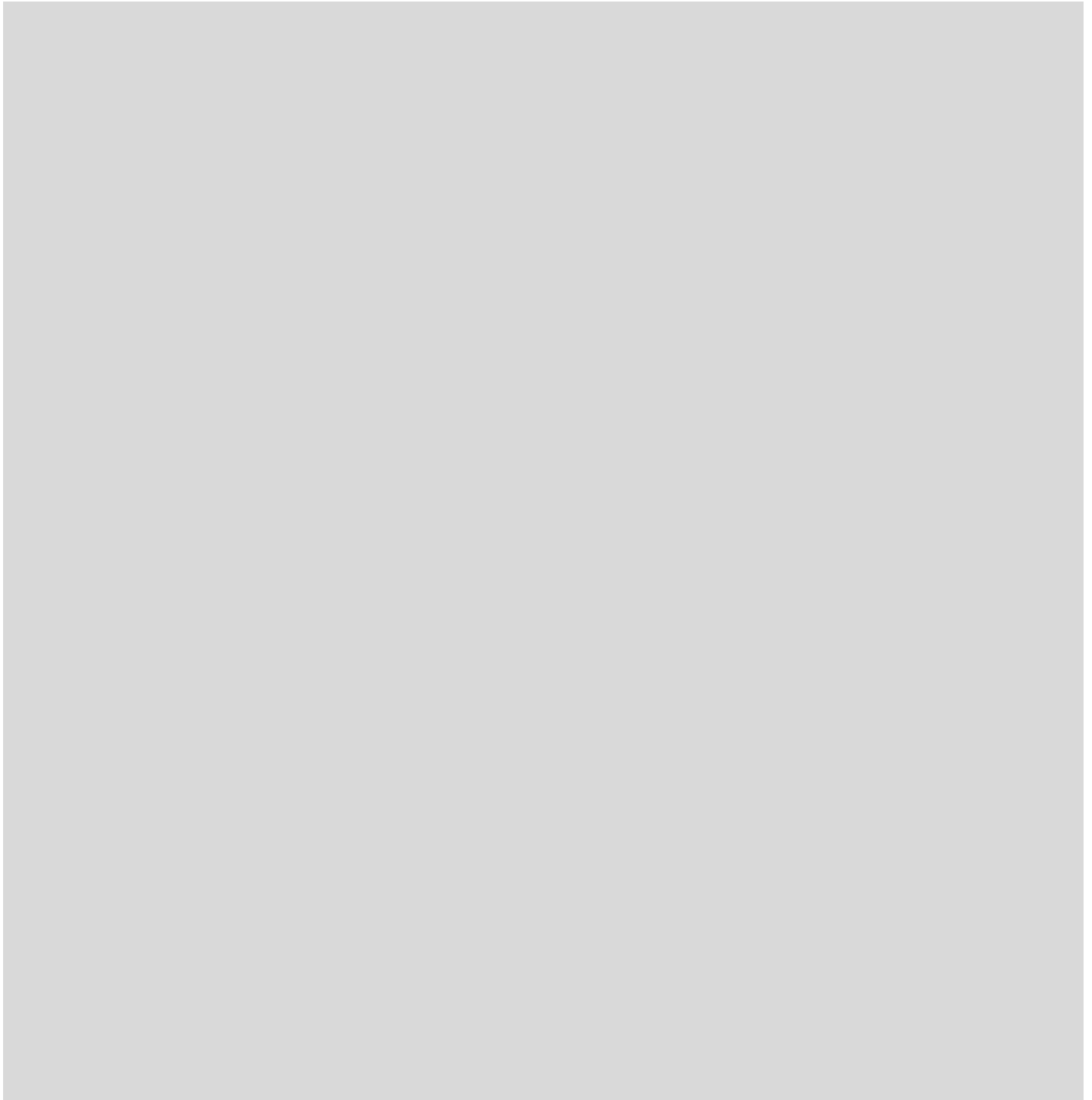
Date:

Activities

Activity 1

Using the box below, provide a definition for the term 'deal' that would help another person to understand what it means

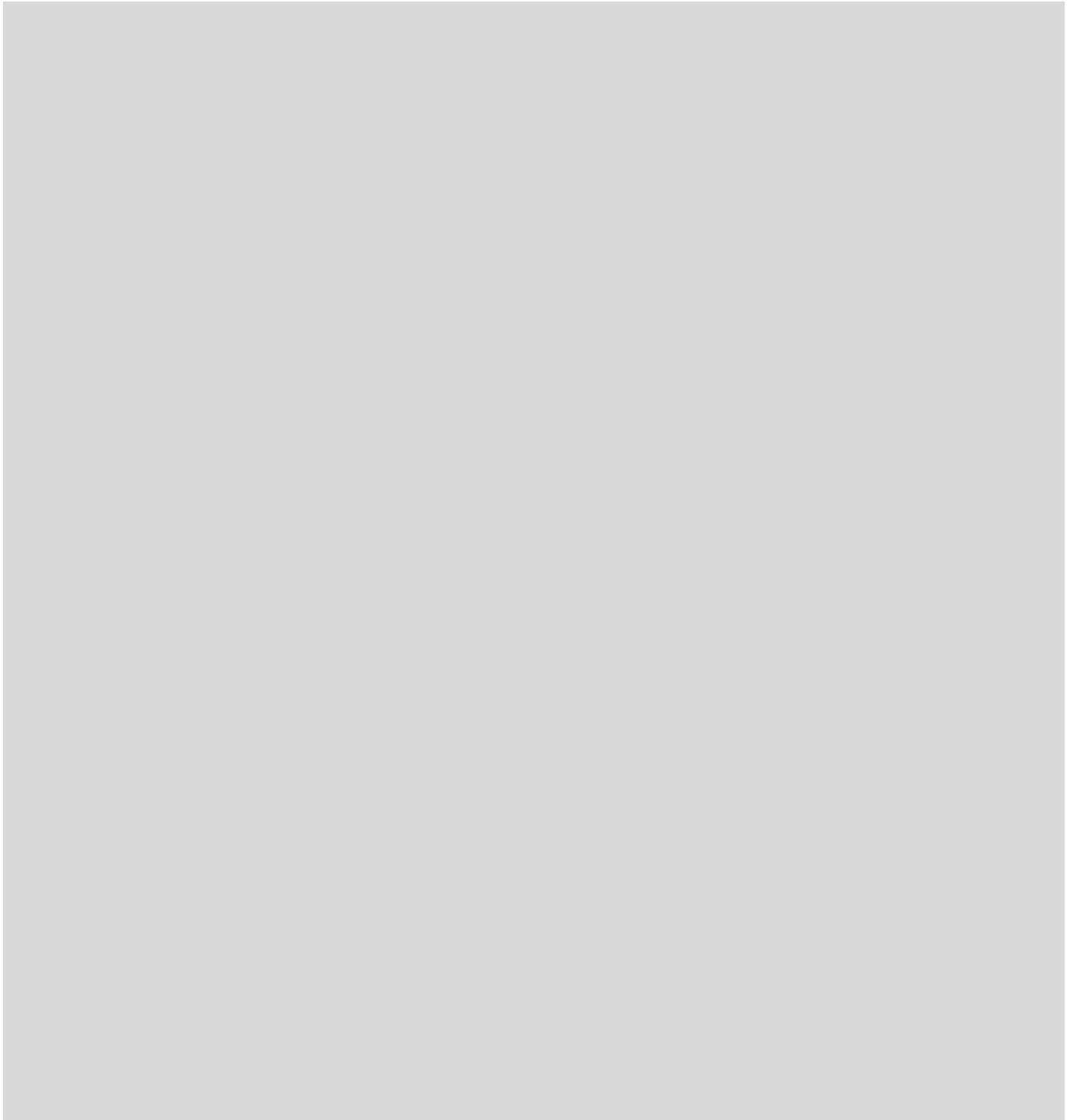
A deal is...



Activity 2

Using the box below, explain why it is important that businesses make deals **and** explain the benefits to a business associated with effective negotiation

It is important to make deals because...



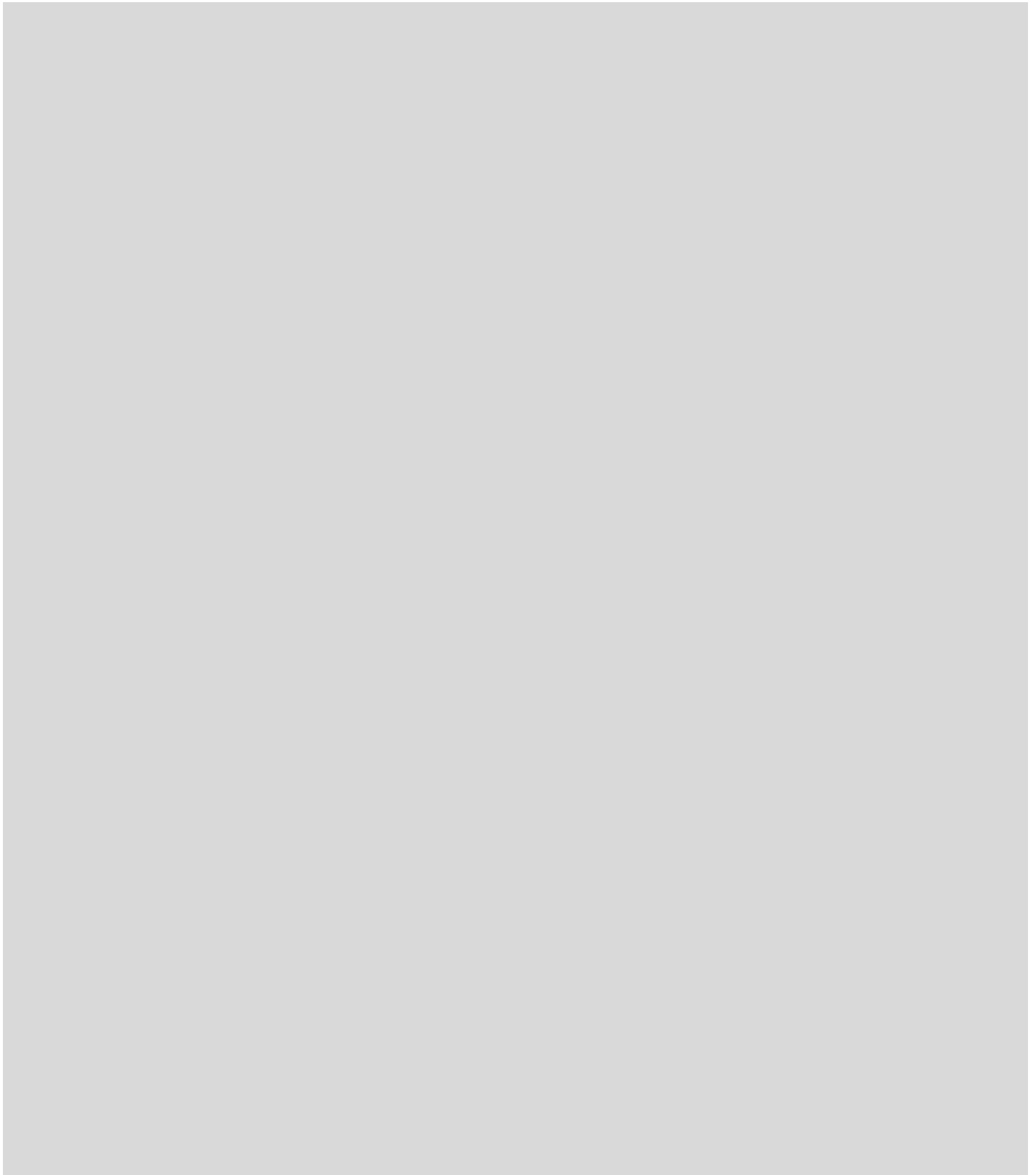
Activity 3

Using the table below, identify the different stages in the negotiation process **and** analyse the types of people and/or organisations that would be involved in each stage

| Steps in negotiation process | What types of people and/or organisations are involved during this step and how should you engage them? |
|------------------------------|---|
| | |
| | |
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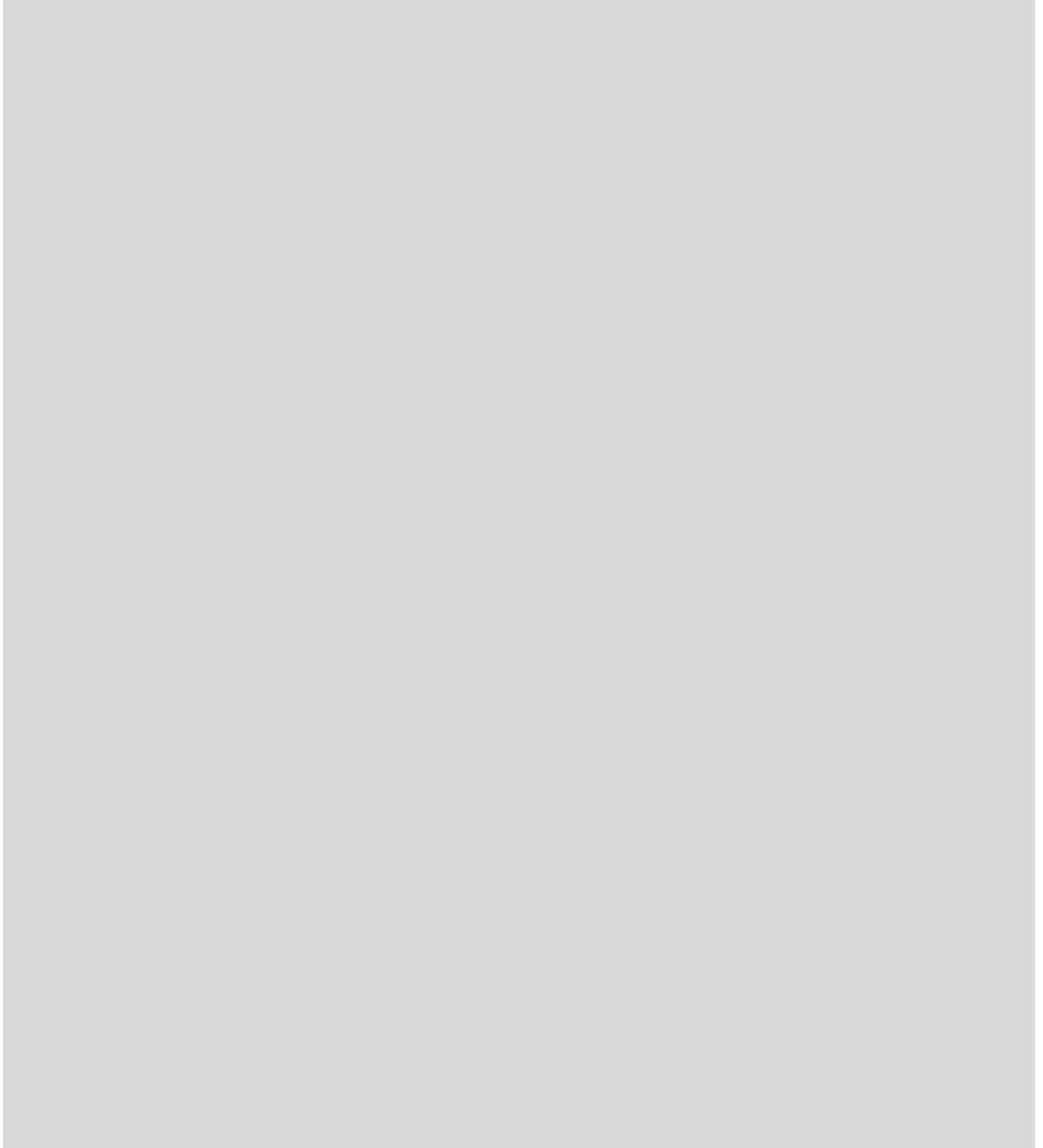
Activity 4

Using the box below, explain the techniques that are involved in the negotiation process. You should think about the skills, knowledge, attitudes and behaviours that should be considered



Activity 5

Using the box below, explain why it is important for all parties, both people and organisations, to reach a 'win-win' agreement when negotiating deals. You should think about not just the initial deal but the effect it could have on future deals and relationships



Activity Mapping

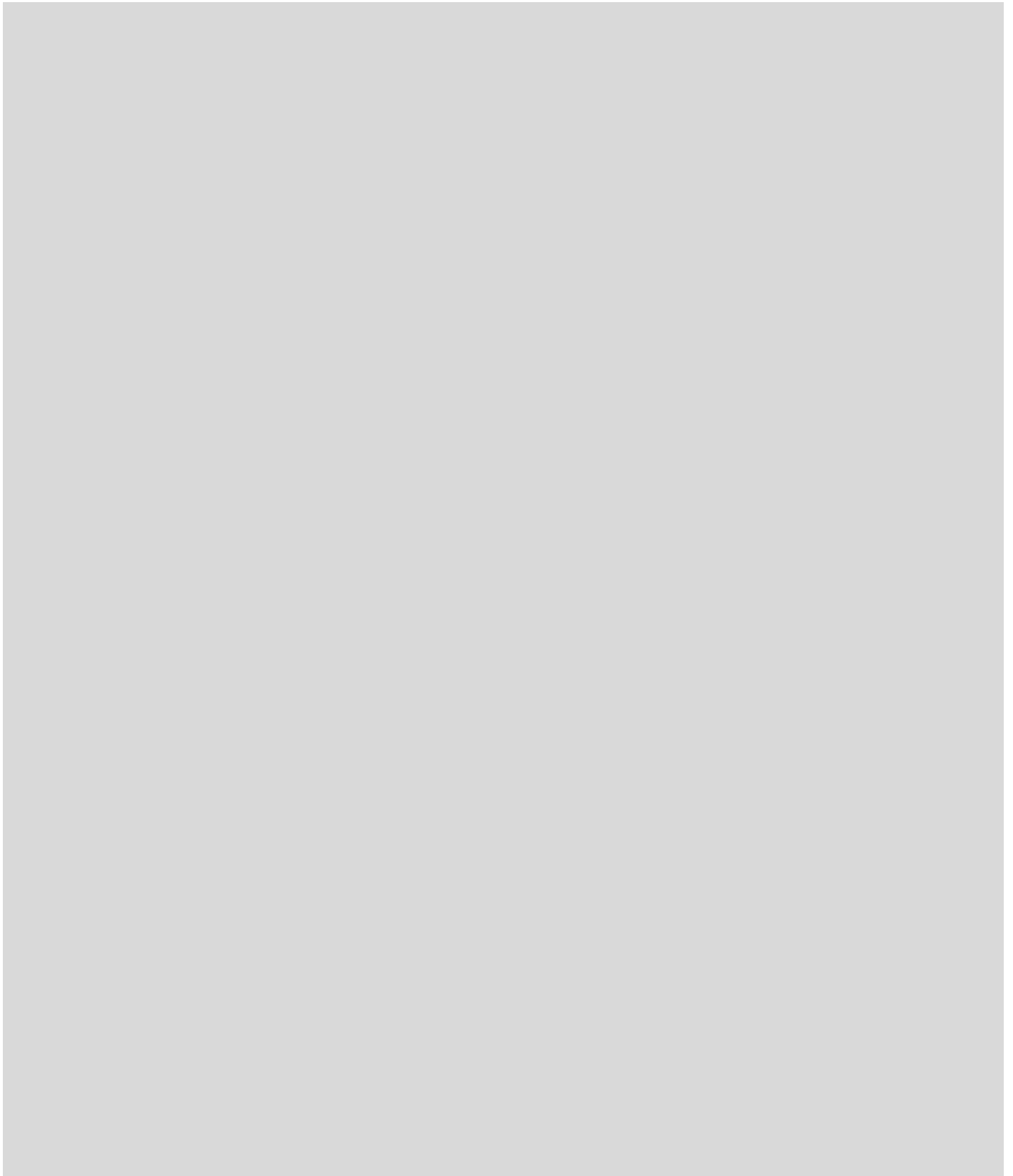
Now you have completed the activities to demonstrate your knowledge and skills it is time for your Assessor to map your work against the standards listed below.

By doing this they will be making sure that the work you have provided by completing the activities meets the requirements for you to gain your certificate.

Your Assessor will provide you with feedback on how you have done and whether any more work may be required.

| Assessment Criterion - The learner can: | Activity Number or Reference Number of Additional Activities: | Assessor Signed Off (✓/X): |
|---|--|-----------------------------------|
| Describe what is meant by a deal | 1 | |
| Explain the need to make deals when in business | 2 | |
| Describe the benefits associated with effective negotiation | 2 | |
| Explain the key steps in the negotiation process | 3 | |
| Analyse the types of people and organisations that are involved in the negotiation process | 3 | |
| Review techniques involved in the negotiation process | 4 | |
| Explain why it is important that all parties reach an acceptable agreement when negotiating deals | 5 | |

Assessor Feedback



Authenticity Declarations

Learner Declaration

By signing this declaration you agree that the evidence provided within this workbook has been produced by you and meets the requirements of being authentic, sufficient, valid and current to the standards required.

Learner Signature:

Date:

Assessor Declaration

By signing this declaration you agree that you have assessed all of the evidence produced within this workbook and have ensured that the work is that of the learner. You are also declaring that during the learning process you have ensured that the evidence is authentic, sufficient, valid and current to the standards required.

Assessor Signature:

Date:

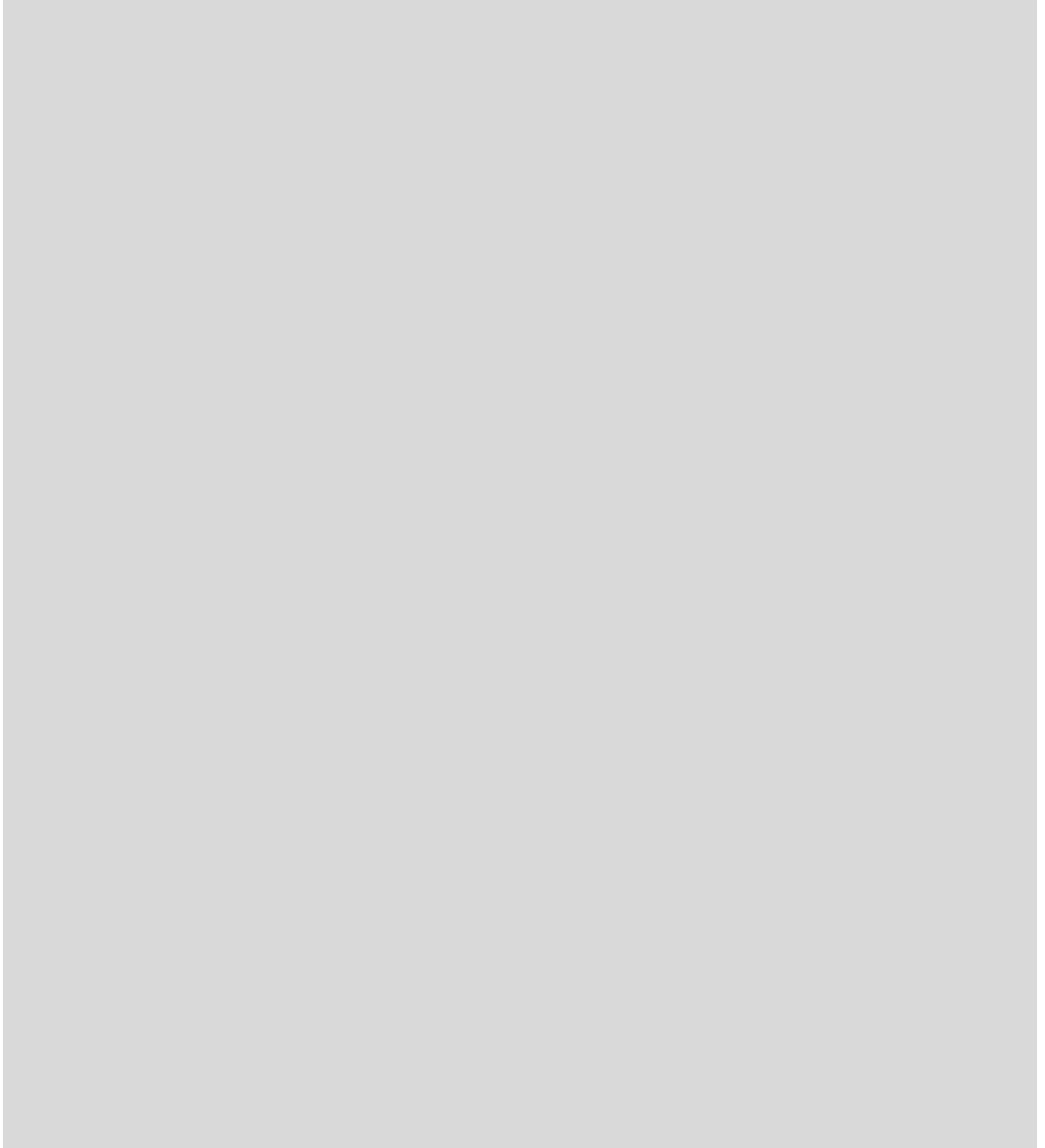
IQA Signature (if applicable):

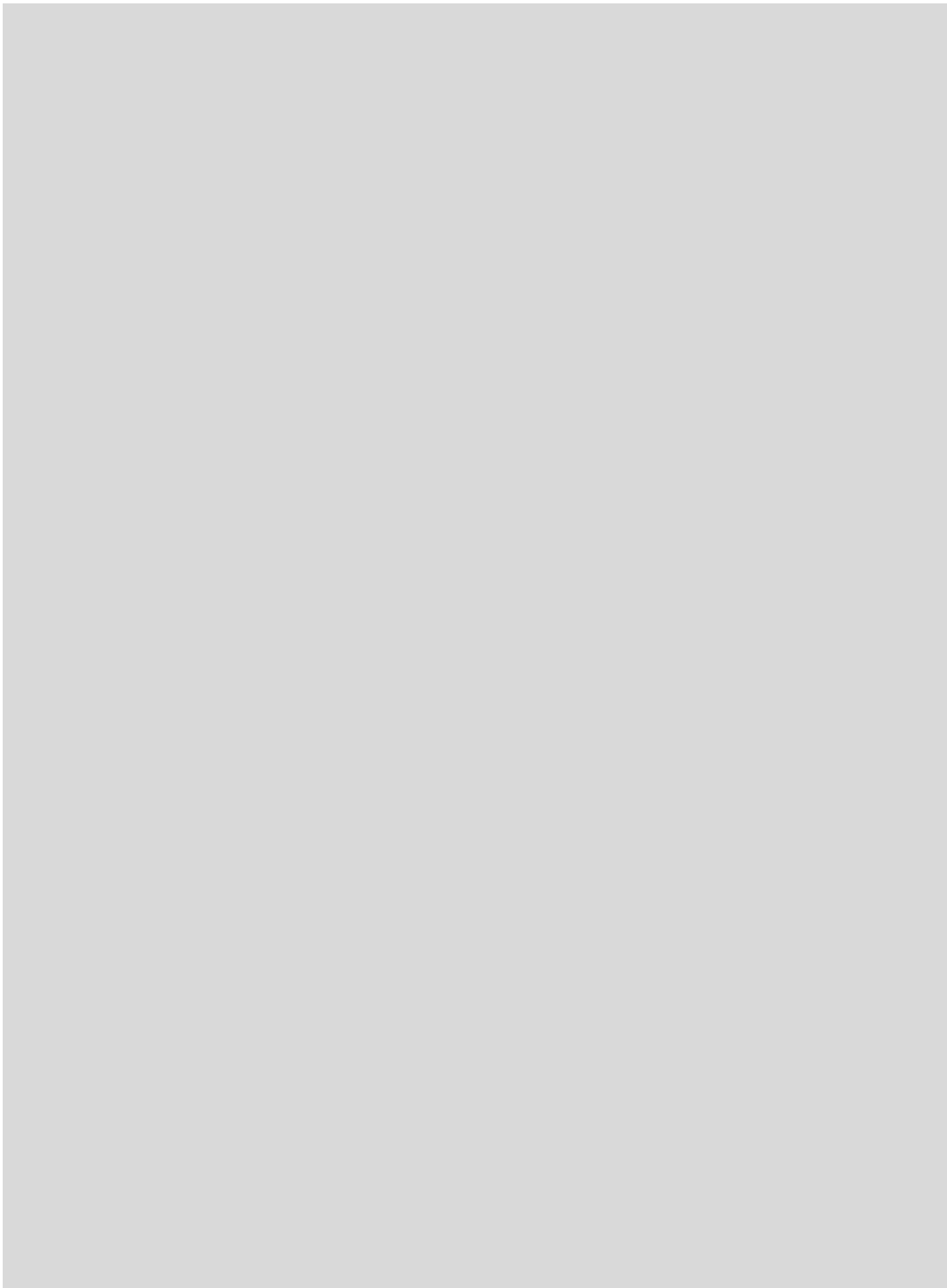
Date:

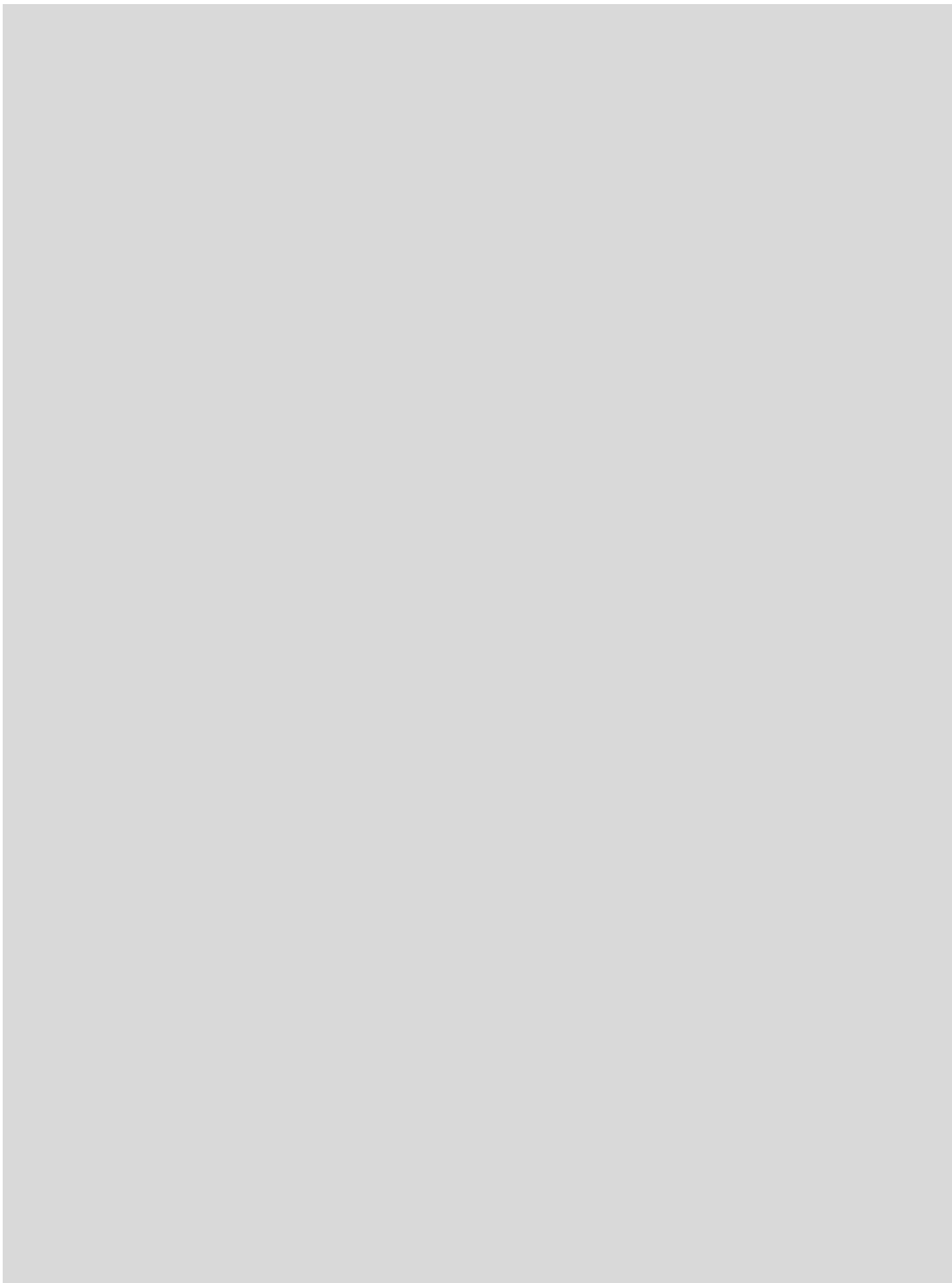
Additional Evidence Forms

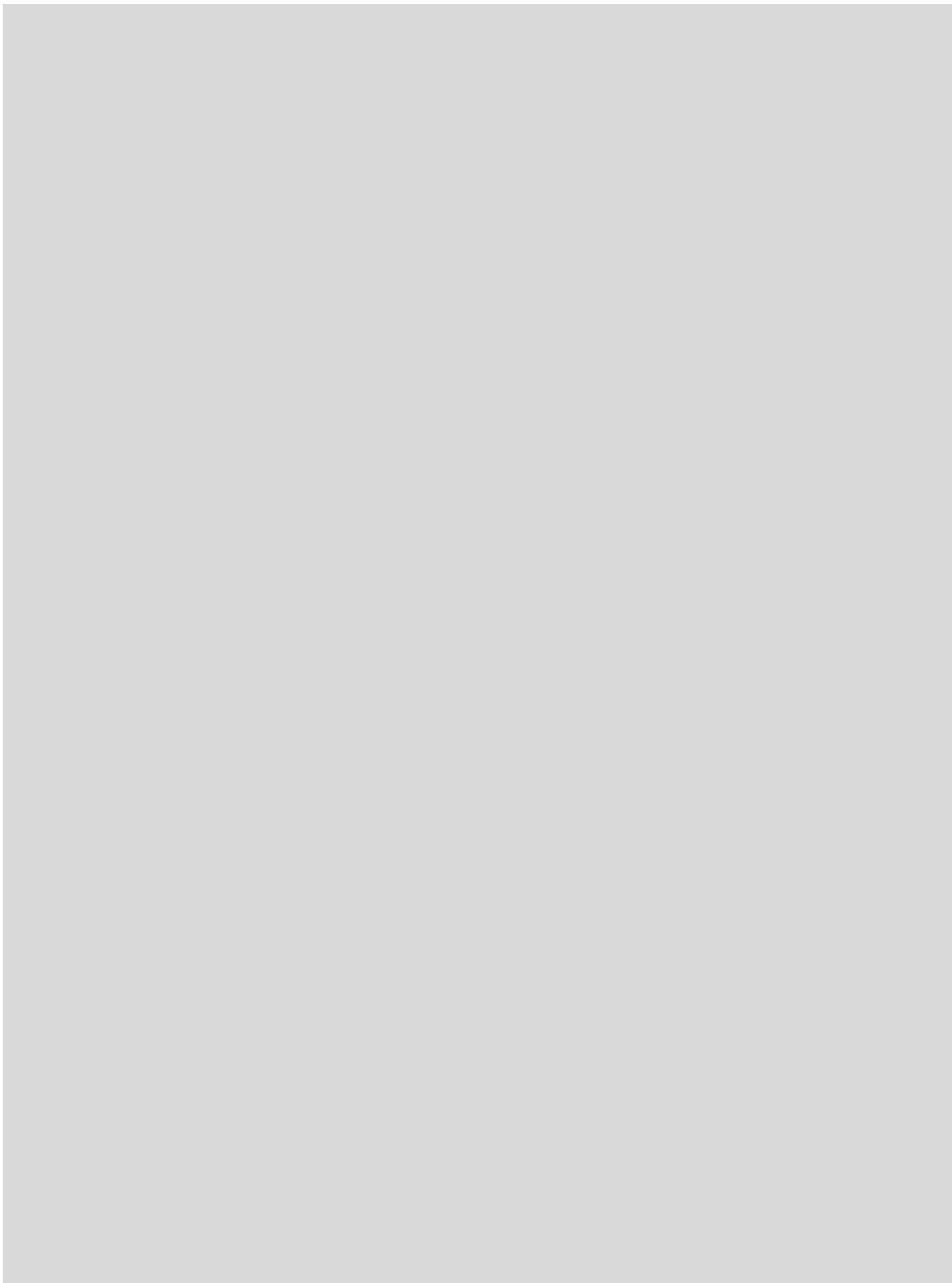
Use these additional forms in order to record additional evidence for the activities within this workbook where additional space is required.

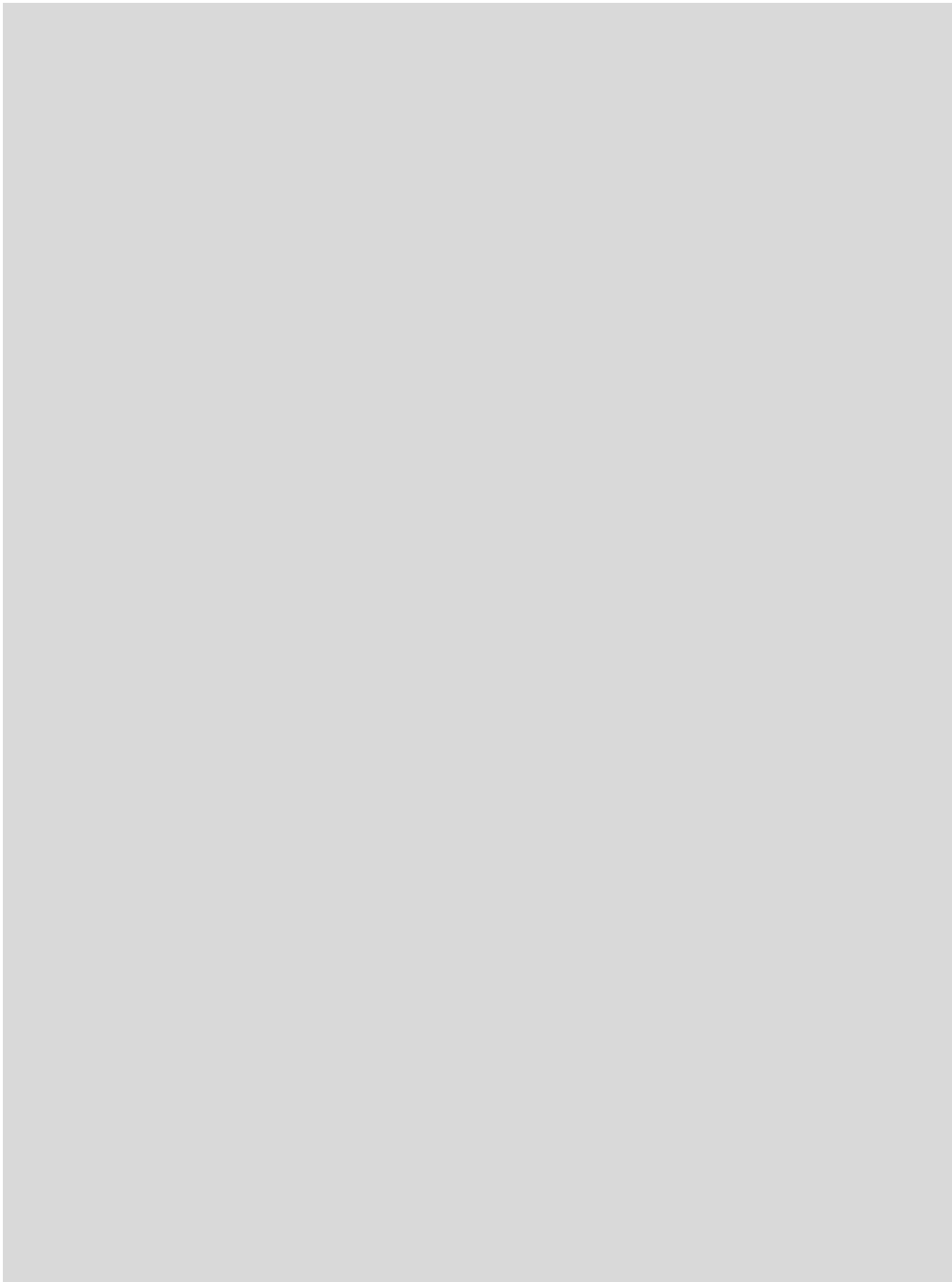
Ensure that each piece of evidence entered on these forms is clearly labelled with the corresponding activity number.

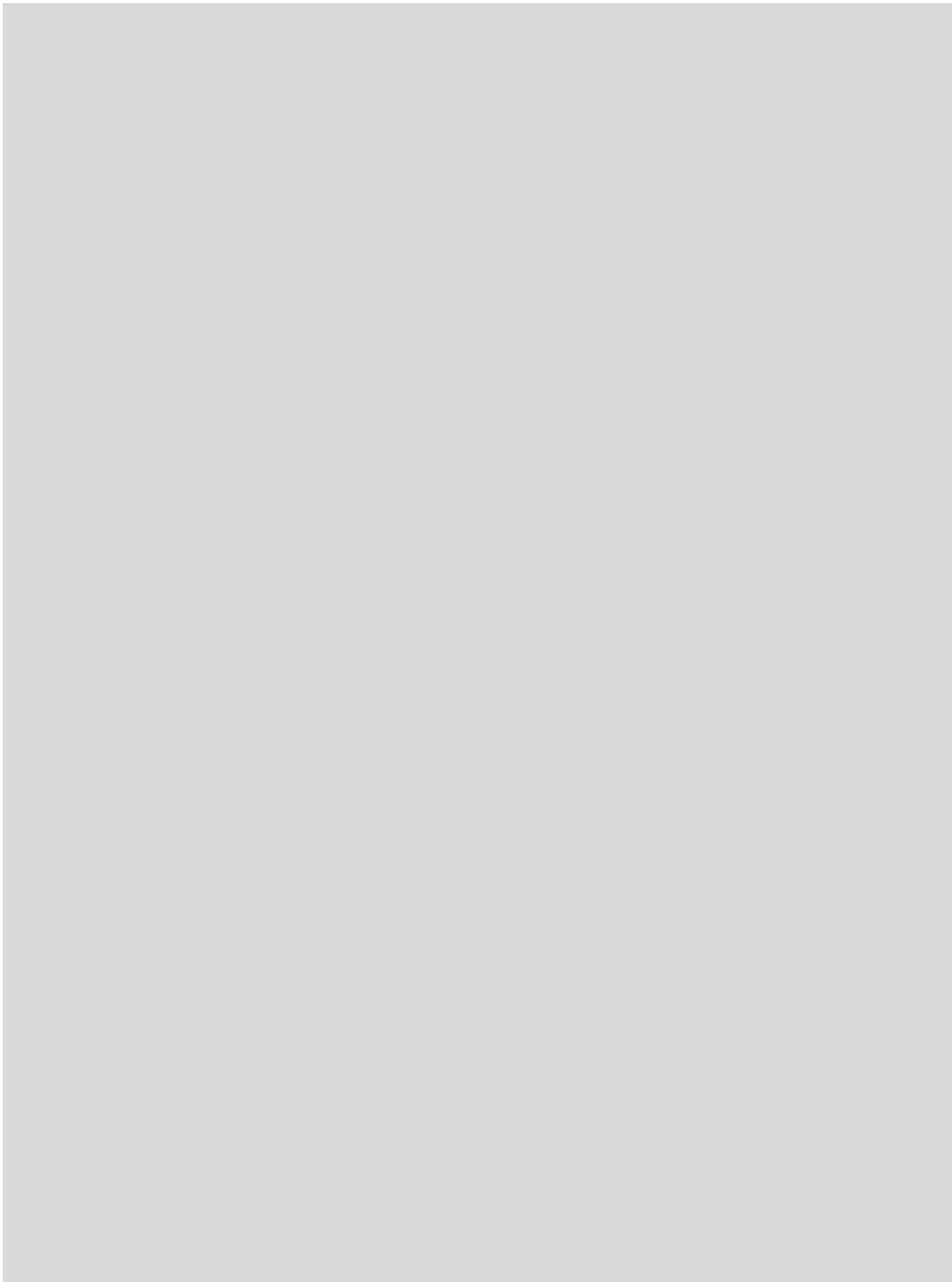












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