



Mastering the Art of Negotiation

Five SIMPLE Steps in Every Negotiation:



Step 1: Prepare yourself and your opponent



Step 2: Propose by observing and engaging



Step 3: Bargain



Step 4: Promise and Commit



Step 5: Leverage an expert



Identifying and Exploring Options for Better Negotiations:



List what you really want



List what the other side really wants



List your alternatives



Focus on the issues



Use objective criteria



Separate the people from the issues



Think about what happens if you compromise



Think about what happens if you walk away



Six Tools Found in Every Master Negotiator's Toolbox:

1. A Process
2. Research skills
3. Listening skills
4. Objectivity
5. Speaking skills
6. Long-term mindset



Five Common Negotiation Hurdles:

- Poor planning
- Poor communication
- Lack of experience
- Focus on win-lose
- Not knowing when to walk away



How to Prepare:

- Do your homework
- Consider what means true value to you
- Determine your negotiables and non-negotiables
- Avoid assumptions, use facts
- Recognise motives – yours and theirs



Five Ways to “Power-Up” Your Negotiating:

1. Focus on the issues - not emotions
2. Establish some alternatives
3. Use **objective** criteria
4. Separate the people from the issues
5. Make relationships a priority



Eight Exercises That Will Make You a Better Negotiator:

1. Tune in to **your reactions** when you are not listened to
2. Look for signs of not listening in others and yourself
3. Don't talk when someone else is talking
4. Don't react; listen
5. Eliminate distractions when you are scheduled for a meeting
6. Fake it to you make it
7. Encourage others to talk more with open ended questions
8. **Never stop listening**

