



Negotiate

4 Stages of Negotiation

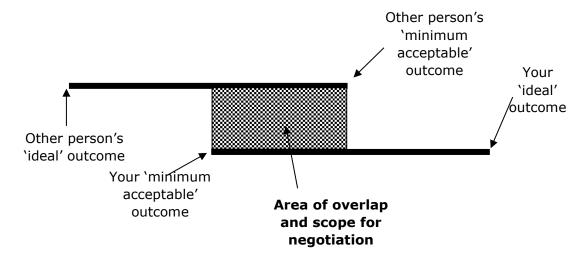
OClarifying your objective
Preparing yourself
Considering the other person

Building rapport
Raising the issue
Explaining desired outcomes

Asking questions
Making suggestions
Considering options

Summarising agreement
Clarifying next steps

Positional Bargaining



Write down all of your objectives

Be clear about your opening position (your initial suggestion)

Identify which needs/issues you are willing to trade

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Principled Negotiation

Separate the People from the Problem Focus on Interests, Not Positions Develop Options for Mutual Gain Use Objective Criteria toDecide

Negotiation Skills

Well Excellent prepared Asks good listener questions Open Positive and minded optimistic Creative Flexible and adaptive Assertive & determined Honest and trustworthy Patient and persistent Empathetic Focused on the Quick 'big picture' thinking

www.power-hour.co.uk Page 2