

Negotiating Tips

A simple coda for successful negotiation:

1. **Prepare** - the number one tip, consistently across every piece of advice on negotiating. Think carefully about what you want to achieve, who you are negotiating with and what they might want.
2. **Establish your walkaway** point, what you can trade with, the deadlines you wish to adhere to and the extra items you can ask for in return for concessions you will make.
3. **Set up your team**; be clear who is leading and who is supporting, and confirm that the person you are negotiating with is authorised to agree, not just to negotiate (to discover where you are willing to concede).
4. **Be confident enough to open**. Take control of the process by setting out what you want; specific, more than you expect, but still credible.
5. **Be personable**. You get more when you are nice, and people will try to help you if they like you and trust you.
6. **Be flexible** and ready to adapt your strategy and your style. Read your opponents, tune in to behavioural clues that can help you position your demands and achieve influence through soft skills.
7. **Be a great listener**; don't talk too much, don't interrupt or be afraid of silence and listen for clues and signaling language that can guide you.
8. **Consider the other sides needs**. Understand why what they want is important to them, and be creative trying to help them get there - in return for getting you what you need.
9. **Expect to have to compromise** - negotiation is about give, take and introducing new variables.
10. **Get something in return** for every concession, no matter how small. It puts a value on the things you give up, and shows you mean business.

Juniper2 can help develop your negotiation skills