

20 Negotiating Tips

1. Establish Rapport and create a relationship
2. Do your research
3. Prepare
4. Know your bottom line.
5. Establish a fallback plan
6. Aim high – what is your ideal outcome
7. Question and listen
8. Don't be afraid to ask for what you want and don't be afraid to go first
9. Don't be in a hurry.
10. Give the other person room – you both need thinking time
11. Always be willing to walk away.
12. Show the other person how their needs will be met.
13. Don't give anything away without getting something in return.
14. Don't take the issues or the other person's behavior personally.
15. Make a list of concessions or extras you could offer that in reality make no difference to you.
16. Only make concessions for a reason. (e.g. you are getting something back in return)
17. Practice negotiating in situations where you have nothing to lose.
18. Remember that there is no substitute for discussion.
19. Keep reminding yourself that it is not about winning and losing.
20. Agree what has been agreed at the end of the negotiation