

## TIPS AND STRATEGIES FOR SUCCESSFUL NEGOTIATION

### I. Ask for what you need

- o Look for Opportunities
- o Be a Risk Taker
- o If you don't ask, you won't get

### II. Prepare for the Negotiation

- o Negotiation should be as collaborative as possible
- o What is your intention?
- o Consider the timing
- o Situation of the other party
- o Do not negotiate prematurely or put off the negotiation
- o Do not wait until you are frustrated or angry
- o Do your homework
- o What you don't know can hurt you.
- o Your boss will have done his/her homework.
- o Be prepared!
- o Know your worth
- o Trust is important
- o Be creative -think of different ways to get what you want
- o Find ways to satisfy interests/Don't get fixed on position
- o Go with best case scenario in mind - Think positive and aim high. Include nice-to-haves
- o Know Your BATNA (Best Alternative to a Negotiated Agreement)
- o Turn lemons into lemonade - Anticipate what might happen when you ask – potential objections and your responses
- o Be aware of your negotiating style and the other party's negotiating style

### III. Things "To Do" during the Negotiation

- o Communicate what you want-Choose your words carefully in a nonthreatening tone
- o Tailor the discussion- Why does it makes sense to the organization or to the person you are negotiating with?
- o Make it organization-focused - What is your value?
- o Take credit for your accomplishments
- o Ask the other party questions, so that you know his/her point of view-find a shared vision and common ground
- o Keep your eye on the prize - Set your sights high and focus on the target (your goal)
- o Be open and flexible, but not a pushover
- o Don't tell your bottom line unless you are ready to walk away

- o Don't walk away until you mean it
- o Listen, use silence, and use body language to your advantage
- o Get it in writing

#### **IV. Things "Not to Do" during the Negotiation**

- o Negotiate via email or telephone
- o Listen to the voice in your head / fear rejection
- o Let your emotions take over
- o Personalize the situation
- o Resort to "fairness" language
- o Apologize for asking
- o Rush the process

#### **V. Remember...**

- o "No" does not mean NO! It can mean no, maybe, or later.
- o If the answer is "No", ask what you can do to move to the next level.
- o "No"-personal rejection or information to work with?