

Negotiation Process Tips



1 Preparation

Be the best prepared – your best work might be done before you get to the negotiating table (Follow the Negotiation Preparation Checklist)



2 Preamble

Disarm with unexpected revelation(s)
Probe with non-commitment questions
Check assumptions about their interests and priorities



3 Proposal

Link multiple issues for the highest perceived value
Use precise figures – especially in your first offer
Going First: Go later rather than sooner
Going Second: Always dismiss or question their offer before countering



4 Bargaining

Take comprehensive notes
Put every offer in a benefit statement
Use constraint rationales before disparagement models
Concede little and leverage off how often you have conceded
'Park' sticking points
Say 'no' using the 3-Step method



5 Agreement

You only get the best deal on the table when the deadline is in sight
'Park' the decision and discuss implementation
Deal with contentious points with contingency clauses (agreed triggers)