

Hello and Welcome to *Track Training Tips Number 12*.

Whether you are going to the cinema, theatre, restaurant or at a high powered business meeting, there is going to be some element of negotiation involved.

So, how do you give yourself the greatest chance of getting what you want?

Top 10 Steps to Effective Negotiation:

1. Recognise that there is indeed some negotiation to be done, there will probably be at least one other person's view to be taken into account
2. Search for a Win-Win outcome
3. 'Proper Planning Prevents Poor Performance' – ensure that you have given sufficient time and energy to yours
4. Put yourself in the other person's shoes
5. Have a range of objectives ready
6. Plan your concessions/proposals
7. Do at least twice as much listening as talking
8. Learn to overcome objections
9. Negotiate all the issues – don't assume
10. When you think you have finished, write it all down and check understanding