



## Negotiations

Negotiations are a mandatory exercise in the professional world. As professionals we negotiate salary increases, increased time off, performance reviews, and work hours. We may even negotiate with clients, other businesses, or partners. No matter what our role in the professional world, negotiations are a part of every day.

Oddly enough, while many of us are uncomfortable negotiating in the professional world, we negotiate daily in our personal lives, and have been since we could communicate. Babies communicate through coos, gestures, and pointing. Babies negotiate with their parents. If you think about it, as children we were bold, reckless negotiators. We ventured everything for the opportunity to win additional privileges with our parents. Yet why, as adults, do so many of us lose our boldness?

Calculated risks are part of negotiations. Every negotiation is a risk, and as adults, we cannot bear the thought of losing something, let alone everything. Yet, with calculated risks, understanding which risks we have a better chance of winning, we can boldly and successfully negotiate. Negotiations are nothing more than conversations. The better we can clearly communicate, express our thoughts, desires, and the benefits for all involved, the better negotiators we are.

The next time you want to ask for a better offer, here are some tips to guide you.

1. Overcome your fears and take the first step. Be brave, be bold and make the first offer, this will serve as the anchor for the rest of the negotiation and will allow you to have a larger presence.
2. Learn to trust silence. Many of us become chatty catties in stressful situations. Rather than allowing your nerves to get the best of you, learn to remain quiet, listening and watching the others. When you do speak, ask open-ended questions and allow people to tell you what their fears and wants are.
3. Have plan A through Z. Be prepared for the negotiations to not go as planned but remain hopeful they will go better than you anticipate.
4. Don't set a range. When people ask you for a price and you give a range, they will automatically settle for the lowest price you state. Instead, tell them you will provide them with a written estimate.
5. If you give something, be prepared for the other person to give something in return. If a client wants a lower price, then a service must be removed. Don't sell yourself short or give information away.
6. When negotiating with a potential client, negotiate in a team. When pressed for an answer be prepared to say you will get back to them once you have had the opportunity to talk everything over.
7. Don't rush the outcome. Working your way through negotiations in a mindful manner will result in better attention to details. Acting rashly always ends badly.
8. Never react to emotional statements, never be intimidated by boldness. If you feel intimidated or pushed around, walk away.
9. Allow the other side time to review your offerings.
10. Negotiations are never a competition.
11. Focus on starting a valuable relationship.



These tips will help you navigate the negotiations and feel more confident in your skills.