## Handout: Negotiation

Here are four steps to creating a win-win outcome in negotiating:

1. Determine what you need and want. As you prepare for negotiating, take time to assess what is it that you or your company wants to happen and keep this as the focal point of our negotiation. Many times, you may lose sight of this and overlook a crucial point during negotiations.
2. Learn more about the other party in the negotiation. Find out what motivates them and what they would consider a success in their world. Work towards meeting their needs. You should not work towards a take-all situation.
3. Structure the negotiation talks. Create an agenda and avoid getting into off-topic discussions. If other topics come up, suggest bringing them up in another meeting. If you are negotiating with internal employees, sit on the same side of the table and try to remain close to them. This will reduce the competitive tendencies usually found when sitting across from each other.
4. Once you create your plan, do not change it, or give points away. Set a specific time to complete the negotiations. If you do not reach an agreement, then call time and meet at another time. Avoid extending the talks, because being tired leads to poor decisions.