

## **Be able to negotiate**

Life is negotiation. It is a continuous process between two or more entities who are looking for a solution to a common problem or trade in a valuable item.

Negotiation skills include a range of negotiating techniques used by negotiators to create value and demand value in their transactions during business negotiations and more.

Negotiating skills can help you conclude contracts, solve problems, manage conflicts and build relationships, as well as maintain them.

Negotiating skills can be learned with conscious effort, and should be practiced once they are learned. The goal is to learn how to successfully negotiate with people in today's rapidly changing, increasingly complex organizations where no matter how intelligent or technically competent the person is. There is an urgent need for good relationships and an open exchange of ideas with others to be successful.

Having flexible team members would certainly facilitate the negotiation. Their view of the negotiation aspect is easily identifiable. They seem to know which portfolio to take into account for the best negotiation.



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## **What is negotiation?**

Negotiation is a method by which people equalize differences. It is a process by which a compromise or agreement is achieved, avoiding quarrels and disputes. Specific forms of negotiation are used in many situations: for example, in international affairs, in the legal system, in government, in labor disputes or in internal relations. However, general negotiation skills can be learned and applied to a wide range of activities. Negotiating skills can be very useful in resolving any differences that arise between you and others.

## **Negotiation stages**

A structured approach to negotiation can be useful to achieve the desired result. For example, in a professional situation, it may be necessary to arrange a meeting where all parties involved can meet. The negotiation process includes the following steps:

- Preparation - This stage is to make sure all relevant facts are known in order to clarify your position.
- Discussion - at this stage, people or members of each party present the matter as they see it, ie they understand the situation.
- Clarification of goals - is an essential part of the negotiation process, without it there can be misunderstandings that can cause problems and barriers to achieving a favorable outcome.
- Negotiate for a Win-Win result - This stage focuses on what is known as a win-win result, where both sides feel they have gained something positive from the negotiation process and both sides believe that their point of view has been taken into account.
- Agreement - agreement can be reached after considering the points of view and interests of both parties.
- Implementation of the workflow - With the agreement you have to implement the workflow in order to be able to make a decision.

Before you start negotiating formally or informally, you should try to predict the best and worst possible outcomes that could happen. Good negotiators can visualize the best possible outcome of the negotiation process and work hard to achieve it. This is your perfect goal and the maximum you can expect when all goes well. At the same time, you must define the minimum that you can accept. This minimum is your "walk away" position, which means you have a better option than continuing the negotiations.