

NEGOTIATION SKILLS FOR SUCCESS

LEARN HOW TO NEGOTIATE WITH THESE TACTICS

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Most people never get training in the key concepts of negotiation, despite it being an essential skill in business and in life. Whether we realize it or not, we are constantly putting the keys to negotiating into practice when we leverage assets like confidence, collaboration and the desire for excellence.

Remember that negotiation tactics largely revolve around conversation. What is negotiation going to accomplish if it doesn't allow both parties to express themselves? This is not the time to steamroll them with your opinions. You want them to see your point of view, but you also want to listen deeply and learn theirs.

7 KEYS TO NEGOTIATING

1. WATCH YOUR POSTURE

The concept of state is one of the most pivotal keys to negotiating. When you harmonize your mind, body and emotions, you project an air of confidence. The way you stand or sit conveys a great deal about your present state of mind. Slouching makes you look insecure or like you don't care; fidgeting signals to the other person that you're nervous. Sit up straight and keep your body angled toward the individual you're negotiating with.

2. PRESENT YOURSELF WELL

Showing up to a negotiation in a T-shirt and a pair of shorts might work for a handful of people, but it likely isn't a tactic you want to try. Show up to a negotiation the way you would show up to most job interviews, in clean clothes that fit well. Feeling assured about your appearance can go a long way in feeling confident about a situation.

3. DISPLAY CONFIDENCE

You can create confidence even if you don't feel particularly confident in a given moment. By appearing sure of yourself and what you're asking for, you convey a sense of certainty to your opposing party. That certainty can persuade them to see the situation from your side, giving you the advantage in the negotiation.

4. FIND COMMON GROUND

Next time you are stuck on how to negotiate, remember that at its heart, negotiation is an effort to solve a problem and reach an agreement. By better understanding your opponent and working with them instead of against them, the chances of everyone getting their interests met go up dramatically, resulting in a successful negotiation.

5. KEEP AN OPEN MIND

Flexibility is critical in negotiation, meaning you must give yourself some wiggle room to accommodate the other party's objectives. Instead of getting stuck on a single desired outcome, prepare for the negotiation by compiling a list of outcomes you'd be happy with. When you're clear on what will ultimately propel your business forward, you're able to see multiple options for getting what you want.

6. EXPLORE INSTEAD OF OFFERING

The concept of dialogue is so pivotal to a working negotiation definition that it deserves a closer look. As you're conversing with the other party in negotiations, maintain a mindset of exploring your options. You're conversing to see what the possibilities are – not to offer a final solution. Exploring opens doors, and offering closes them.

7. ACCEPT SILENCE AS GOLDEN

Whether you're new to negotiation or a seasoned pro, there will be moments in your dialogue where you don't know what to say. This is an opportunity to practice one of the lesser-known communication skills: silence. Instead of backing yourself (or the other party) into a corner with a half-baked response, give yourself time to think. What is negotiation without intentionality? By taking a moment to reflect, the other party may respond with a solution. Or both parties may decide to take the conversation in a different direction. In any case, the collaborative skills you build through deliberations will take you a long way in your professional relationships and overall career trajectory.

