

# Tips for Successful Negotiations

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Here are the top ten tips to consider for successful negotiations:

1. Prepare carefully. Preparation is key, find out as much as possible about who you will be negotiating with.
2. Build up a relationship. After all, we prefer dealing with people we know, like and trust.
3. Ask questions, listen carefully and check you have understood the other side's position.
4. Be aware of body language. Your counterpart's body language might give you some insight into the situation.
5. Make your initial offer and explain the benefits of your proposal slowly and clearly.
6. Allow the other side to make counter-proposals and listen to them carefully because you might want to use them for concessions.
7. Never give something for nothing. In some cultures this could be seen as weakness.
8. Propose concessions that are acceptable to all sides, by adding some aspects of the counter-proposal to your proposal.
9. Always confirm what you have agreed before you move on. In the long run this step will save time later on.
10. Listen for the buying signal, a phrase that tells you the other side is ready to agree.