

Introducing...

NegotiationSkills

Introductory Guide



Win Every Deal by Learning the Basic Negotiation Skills

Our Negotiation Skills Guide can teach you the basic skills you need to know for all the small and large negotiations in your life

The lack of negotiation skills may put you in the position of purchasing something you don't really want or need – or paying a higher price than you should. If you're negotiating with children or a family member, you'll want to be calm in the process, state your position clearly and be able to leverage your position.

The Negotiation Skills Made Easy guide will teach you how to communicate and to assess how others are communicating with you. You'll learn which nuances mean that the other person is paying attention and whether he's moving away from what you're saying.

No matter what type of negotiations you're doing or whether they're small or large – honing your skills will only make you a more self-confident and able to make the type of contracts in life that are important to you. You'll also learn how to recognize a scam during the negotiation process and better protect yourself in the future.

Don't think that negotiating isn't a part of your life. Pay attention to what's written in the pages of the guide and learn how the negotiation process works. Here are just a few of the things you'll be learning:

- How to prepare for the face-to-face negotiation. You'll learn how to set goals for whatever you're negotiating, whether it's purchasing a new home or getting help in cleaning the garage.

You'll need to know what's in it for the other person before you can assess how far they'll take the negotiation process and you must know everything you can about the person and/or the company he's representing.

Preparing also means that you need to think about the limitations you'll need to set for the final outcome. The old saying goes, "You need to know when to hold 'em and know when to fold 'em," and this is never truer than in the negotiating process. Sometimes you just have to walk away.

Preparation for the negotiation process means that you know when to walk away. You also need to think about what the other person's limitations are and when they're likely to walk away if you push too hard.

Negotiating the location where the negotiation process will take place also takes skills that you'll learn in the Negotiation Skills Made Easy guide. Tips and tricks to choose the proper location will be revealed.

- Establishing Goals and Limitations before you negotiate is also important if you're to realize your perfect outcome for the closing. Setting realistic goals rather than "pie in the sky" goals is part of the strategy of the negotiating session and getting to know yourself and what you expect.

After you establish goals and limitations you must prioritize them in order of importance of what you want and need most. All of your goals may not be achieved in one negotiation process, but you'll learn how to discern which are the most important to you.

Another important factor in negotiation goal-setting is that you make sure your goals are realistic. You'll learn the thinking process that's involved in setting realistic goals and getting what you want.

When setting limitations on the negotiation, you're considering the absolute bottom line that you'll accept as the final word in the negotiation process. You'll learn how to project alternatives to the deal you're trying to negotiate and what to think about if the first choices aren't possible.

- Clarity in your negotiation methods is paramount to getting what you want out of the negotiation process. Your idea or the proposal you want to make may be extremely brilliant, but if you can't get it across to the other person, all your negotiations will be in vain.

First, you'll need to organize your thoughts before you proceed with the negotiations. Within Negotiations Skills Made Easy, you'll learn how to make your ideas simple by making them clear and concise and other tips in making sure the other person understands your proposal.

You clearly won't negotiate with certain people as you communicate with others. Negotiation Skills Made Easy can teach you the best way to be clear and concise with the CEO of a company and your child. The outcome can be the same in that you both get something out of the negotiation process, but the way you reach the end is different.

Barriers to clear communicating exist, but they're easy to overcome if you know how. You may be afraid of rejection or risking hurting the feelings of the other person, but these are objects you must overcome to successfully negotiate your ideas.

Rather than letting the lack of clarity ruin the negotiating process you'll need to know how to communicate clearly to get what you want. There may be several reasons why you're not clear in your communication.

For example, you may be a morning person, forced to communicate in the early evening. Or, you may be tired before the process begins. If you can't get your way as to the time and location of the negotiation, you'll need to know how to make the best of the situation.

- Active listening means that you're not just listening with your ears, but use your eyes, intuition and every other advantage you have to fully understand and appreciate your counterpart's point of view.

Learn how to know if the other person involved in the negotiations is tuning you out – or if you're beginning to tune out the other person. There are ways you can draw the person back in to the process and also ways you can get yourself back into the process.

Staying focused is also part of active listening. If you're not focused on what the other person is saying, you'll be lost at the end of the process and may not be able to close the deal in a way that's best for you.

If you think that communication only means using words, you'll quickly learn that there are other ways to communicate that you may have never thought about. This guide, *Negotiation Skills Made Easy*, can give you sure fire ways to improve your communication by understanding body language and other techniques.

Whether you believe in the importance of body language or not, there are absolute reasons why you should know some of the subtle ways that a person's body language can tip you off to what he's thinking – giving you more advantages than you ever thought possible.

Being able to communicate clearly also means that you should be able to listen to the other person and know what he's thinking before you play your hand.

- Every deal should be a win-win situation for each negotiator. Both parties should feel as if they've made a good deal when the closing takes place. You'll experience a rush of adrenalin and a lot of self-satisfaction when you close a deal that everyone is happy with.

A win isn't necessarily getting everything you want out of the negotiation. In *Negotiation Skills Made Easy* you'll find out how to figure out exactly

what you want out of the negotiation process and find solutions that will make both parties happy.

One of the things you need to know about when the negotiation closing draws near is when you should concede that the process is over. You can get the message several ways. You may see red flags in your counterpart that indicates the negotiations are over or you may have already achieved most of your wants and can sense that no more is coming.

After the deal, you'll need to know how to review the deal so that you know what you might have done better to help you get more out of the negotiation process or to make it better for both parties.

Everyone negotiates, no matter what position in life they hold. Moms negotiate with children and spouses, executives negotiate with other companies and with other employees in their own company.

The exercises at the end of each part of the Negotiation Skills Made Easy guide will help to reiterate what you've learned and also help you implement them so that when you're negotiating, you'll be more confident that you know what you're doing.

Negotiation Skills Made Easy can get you started on a fascinating journey that you may never have thought of before, but once you know how to negotiate, it may become a game you'll enjoy. Whatever the outcome, you'll be more prepared when you have to negotiate at any time in your life.

Basic negotiation skills are necessary for everyone. If you don't know the simple basics of the negotiating process, you'll be vulnerable to everyone else who wants to take advantage of your naiveté. The Negotiation Skills Made Easy guide can help bridge the gap between knowing nothing about negotiation to being confident in your ability to negotiate both large and small deals.