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## **Negotiating: Your Nine Tips To Success!**

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### **Tips**

- build a trusting relationship
- maintain your walk away power
- listen carefully and ask good questions
- encourage other to make first offer
- never accept the first offer
- ask for more
- consider carefully every offer
- determine your goals in advance
- be creative: know in advance what your primary goal is

## **Frequent Mistakes**

- making assumptions
- not getting the important information
- being afraid of not getting the results/engagement
- talking too much
- too little confidence
- too much confidence
- giving in too soon
- being taken aback by the other person's actions

## **Tactics**

- visible reaction
- trade off
- vice: a way to encourage additional value to you
- higher authority
- nibble: after you've reached agreement

## **References**

Women's Guide to Successful Negotiating, Lee Miller and Jessica Miller

Difficult Conversations, Doug Stone and Sheila Ing

Getting To Yes, Roger Fisher

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Moshe Cohen, The Negotiating Table, [negotiatingtable.com](http://negotiatingtable.com)