

NEGOTIATION 101: HOW TO CONDUCT A SUCCESSFUL NEGOTIATION MEETING

This checklist provides an easy-to-follow list of tips to guide the negotiator when conducting the negotiation meeting. It can be used in most situations and has been designed to act as both a preparation document and an operational prompt.

Activity	Done
1. Ensure you go into the negotiation with a clear set of objectives and outcomes.	
2. Spend time at the beginning of the negotiation setting out and explaining the starting positions.	
3. In the early part of the negotiation, encourage the other party to say as much as possible, and listen carefully.	
4. Try not to challenge anything at this stage, but do make a note of any issues which will need to be resolved later.	
5. Sense when it is an appropriate time to begin putting forward your own bids, perhaps starting with those areas where you believe you will be able to achieve a consensus.	
6. It is probably a good idea not to state the whole of your case at the beginning, but rather to encourage a dialogue and develop your case as the discussion proceeds.	
7. Where you disagree with the other party's statements, do not interrupt, but wait until they have finished before you attempt to put them right.	
8. Identify any flaws in the way the other party is putting his/her case by probing and questioning any factually incorrect statements, any relevant omissions, and any misuse of statistics.	
9. Where you are looking for concessions, look for hints in any negative messages that a slight movement on your part could produce the concession.	
10. Where you suspect the other party is using faulty logic, do not challenge, but probe further by asking questions which require further justification.	
11. During the bargaining phase, consider using adjournments if you need more thinking time or you want to calm down a situation which has become too heated or emotional.	
12. Beware of simply repeating your arguments in order to hold on to your original position.	
13. Obtaining or making concessions is often best done by floating ideas, without the need for any initial commitment by either side.	
14. Ensure possible concessions on your part are seen as linked to	

moves by the other party.	
15. Summarise the discussion, and what has been agreed, at regular intervals in order to avoid misunderstandings later.	
16. Use your judgement in deciding the best time to move towards a conclusion.	
17. When putting together the agreement, ensure it is comprehensive, clear and in writing.	
18. Before leaving the negotiation, try to put in place the basis for an implementation plan, even though the details may need to be added later.	