

Negotiation Skills and Tips

Listening skills

- Listen carefully and observe the other side's behavior.
- Poor listeners miss opportunities!

Analytical Skills

Analytical Skills are basic for problem-solving situations.

Be professional and control your emotions.

A loss of control could cause you to think irrationally, to lose negotiations and can lead to unfavorable results.

Communication skills

To succeed in business negotiations, you have to communicate clearly and effectively



Be patient and respect the other side

- Always be respectful to your opponent. Be patient even if the other side is not. Your behavior during business negotiations makes impressions.

- Keep calm. Use tact and diplomacy.

- One of the aims of negotiations is to make good business relationships.

Problem-solving skills

It is very important to have the ability to identify the problem and to find the way to solve the problem.

Persuasive skills

Use both verbal and nonverbal persuasion and influencing skills.