



# YOUTH LEADERSHIP DEVELOPMENT PROGRAMME

## General Negotiation Skills

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# Guide to Successful Negotiations

- ◆ Creating the right environment
- ◆ This entails:
  - Creating the right atmosphere
  - Choosing the right time to negotiate,
  - Selecting the best place

There are four possible outcomes to a negotiation

- |       |        |          |
|-------|--------|----------|
| (i)   | I win  | You Lose |
| (ii)  | I lose | You Win  |
| (iii) | I lose | You lose |
| (iv)  | I win  | You Win  |



# Creating the Right environment



- ◆ Most people would prefer not to be losers – unless they have other motives- and the risk of ‘losing’ divides negotiators into two categories;
- ◆ (a) those who are competitive and want to win at everything;
- ◆ (b) those who are collaborative and want to achieve the best deal for both or all parties



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# what affects the right atmosphere?

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- ✓ How you feel about the negotiating agenda
- ✓ How you feel about your negotiating partner
- ✓ The relative power of the two parties
- ✓ Your ability to cope with stressful situations
- ✓ Your composure – especially with emotional pressure
- ✓ How much you trust each other
- ✓ Your degree of open mindedness
- ✓ Your aspirations( are you the sort of person that wishes to achieve better than average results?)
- ✓ How prepared you are to listen ( as well as speak)
- ✓ Your charisma.

# Evaluating Strengths and Weaknesses

The following check list will help you pin-point your strength and weaknesses;

## PREPARATION

- ◆ Do I spend enough time preparing to negotiate?
- ◆ Have I discussed the case with other people in my institution?
- ◆ Have I researched my negotiating partners' case?
- ◆ Is there any additional information that I may be able to collect from my negotiating partner's institutions?
- ◆ Which outcome do I really want: win/win, win/lose, or lose/lose?
- ◆ ?



# Strengths' & Weaknesses



- ◆ Have I prepared a negotiating plan/brief?
- ◆ What is on my objectives shopping list?
- ◆ What are the parameters for each objective?
- ◆ Have I prioritized my objectives?
- ◆ What concessions can I give?
- ◆ Where will we meet?
- ◆ Have I analyzed relative power positions of the negotiating parties?
- ◆ When will be the best time to meet



# Know yourself

In what circumstances am i:

- ◆ most comfortable?
- ◆ Least comfortable?

How easy do I find it to:

- take decisions?
- persuade others?
- be positive and persistent?
- choose the most persuasive words?
- think clearly under stress?
- control myself?

What motivates me?

- Am I a disciplined listener?
- am I tempted by a win/lose opportunity if I will be the winner



## Opening the negotiations

- ◆ How good am I at putting others at ease?
- ◆ How good are my presentation skills?
- ◆ How able am I at probing others for information?
- ◆ Can I respond to other's probing without giving away anything