

# Getting Ready for Negotiations

## 5 Steps:

01



### Do Your Homework

Success in negotiations begins with thorough preparation: gather information, conduct research, and be well-informed about the negotiation context.

02



### Create a To-Do List for Negotiation

Organization is key to effective negotiation. Create a to-do list and checklist for your negotiations to avoid overlooking critical steps.

03



### Set Your Goals and Plans

Clearly defined goals are essential for productive negotiations. Set SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals and develop a negotiation plan.

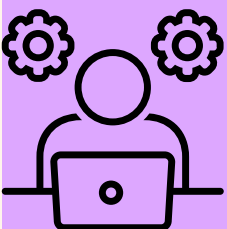
04



### Predict and Understand the Other Party's Wants and Needs

Anticipating and analyzing the wants and needs of the other party allows you to tailor your negotiation strategy for maximum effectiveness.

05



### Practice with Simulations and What-Ifs

Practical experience is invaluable. Practice your negotiation skills through simulations and scenarios. These exercises will help you apply what you've learned and prepare for your real-world negotiation challenges.

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