



Steps for Negotiating

- 1 Work out that there is a difference of opinion.
- 2 Invite the other person to give their point of view.
- 3 Reflect the other person's view back to make sure you have really understood it.
- 4 Give your point of view.
- 5 Ask the other person to reflect back your point of view, to make sure they have understood it.
- 6 Offer a compromise that takes both views into account.
- 7 If your compromise isn't acceptable, invite the other person to suggest one.
- 8 Continue to negotiate until a compromise is agreed.