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Ten Tips To Negotiate Successfully

By Jonny Goldmann

Negotiations happen in our daily lives. We might not be aware of it, but many situations require good negotiation skills, including the simple act of buying an item from a store, talking things over to save a relationship, and trade agreement between nations, among others.

It would be worthwhile to consider the factors that may spell success or failure in the negotiating table:

1. Everyone aspires for negotiations to turn out successful; otherwise, it is senseless to sit, talk, and explore (sometimes for hours) each other's position to no avail. For this to be so, exert every effort to favor the other party's whims while still coming out satisfied or contented with the outcome of the negotiation. This should be your objective. Come to terms as easily as possible. Stipulate details in black and white with a tint of trust to seal the negotiation in favor of both parties.
2. Mutual respect for each other's priorities must prevail. Never focus on your own objective alone. Think of how the other party would be satisfied with the outcome.
3. Get to the core of the discussion and work from that core outward, concentrating on the details.
4. It is not difficult to trace the presence of sincerity in a negotiation. As long as you have this in mind and you see the other party's sincerity as well, the progress of the negotiation will sail smoothly.
5. You may have a set of rules that are guiding you to get what you want. Modify if need be as long as it is practical and does not deviate to become a disadvantage on your part.
6. Negotiating is not a contest on who is better between the parties involved. There is no battle to win. Neither is it a stage to display one's wits. It should be a two-way process.
7. Be true to your word. What you say must be congruent to your action. Any deviation should be tackled beforehand to avoid the element of surprise, which usually leads to anxiety.

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8. Keep your options as open and as diverse as possible. They may come in handy, especially when slight differences pop out.

9. Watch for reactions to proposals through body movements. They may help to make you and the other party come to terms more easily.

10. Be a good listener. Pre-empt what the other party may say, but only in your mind. You could be right, but you could also be wrong. It is better to sound affable than be sorry afterwards.

If you don't know how to negotiate properly, you're wasting so much potential and losing tons of opportunities! You can find out more on the authors website at:

<http://www.negotiation-skills-training-tactics.com>

SUCCESSFULLY NEGOTIATING FOR A RAISE

By Garth Jay

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In today's still unstable job market, it may seem even more challenging than ever to successfully negotiate for a salary increase. Remember, however, that while many organizations have been running lean and many managers and their teams have been forced to do more with less for a long time now, savvy organizations are beginning to focus on retention efforts for when the expected upturn in the economy does occur. This means that there will be a concerted effort to hold onto their key talent. The important thing to remember when asking for a raise is to be prepared. The best approach is to plan very carefully for any objections you might encounter, so if you go in from a position of strength and confidence and make up your mind that no matter what, you won't come backed empty-handed, the fear of being told no will be eliminated.

In this spirit, here are four tips for successfully negotiating for a raise:

Identify three of your strongest accomplishments within the organization or areas in which you took on extra responsibility. State clearly, 'I would like a raise of...' which will then open negotiations. Keep in mind, however, that it is not a good idea to suggest a raise without knowing the salary range for your position, industry and level of experience. Do your homework and be aware of your company's policy on raises before you begin.

Practice with someone else. Having someone play the devil's advocate will prepare you to think on your feet and anticipate any objections you might encounter so you can have your responses prepared. For example, if you are told that the company can't afford to give out any raises at that time you might point out ways that you already have or plan to save the organization money—and then ask when you can expect the raise freeze to thaw.

If you are still turned down, ask how you might improve in asking for a raise in the future. This ensures that even if you are turned down the first time, you are still gaining from having made the request.

Remember that there are other forms of compensation other than money that can be negotiated for. Look into other options like flex time, career development, coaching and educational opportunities, which can further your career and increase your future contribution to your organization.

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Some things to avoid include acting entitled to the raise before making your case and threatening to quit unless that is truly your intention—threats usually backfire and it is much smarter to come from a position of strength and honesty when negotiating.

Jay is the senior vice president and general manager of leading career services company Lee Hecht Harrison's Cincinnati and Dayton, OH offices. Lee Hecht Harrison is the leading global career services company specializing in providing outplacement, leadership development/coaching and career development services. Its focus is helping organizations and their employees deal with career transitions, career management and the effect of change on careers, work and employability.



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