

## Negotiation Fluency Agenda

---

### 1. Introduction

- a. Overcoming our natural reluctance to negotiate
- b. Overview of the 4 stages of negotiation
- c. Characteristics of successful negotiators
- d. How to master negotiation strategies super fast

### 2. Map Out: Stage on of Negotiation Process – How to Prepare

- a. What and how to prepare
- b. The numbers
- c. Stakeholders
- d. Leverage, fact points, and legitimacy
- e. The opening offer, the heart and soul of successful negotiating
- f. Having a Plan B
- g. The Agenda

### 4. Stage Two: Meet and Greet – Setting the Stage for Negotiating

- a. Warm up of the room, how and why
- b. Logistics
- c. Take the trust temperature
- d. Rules of Engagement
- e. Non-verbal communication
- f. Words to use, words to avoid
- g. How does mood play a role in successful negotiating

### 5. Give and Gets: Offers and Counteroffers

- a. Probe, the negotiator's secret weapon of massive success
- b. How to turn into a "yes" and how to say "no"
- c. Who opens first
- d. Creative trades
- e. Concession patterns
- f. The caucus

### 6. Seal the Deal – Coming to Agreement

- a. The debrief
- b. A follow-up protocol
- c. Setting goals
- d. Next steps
- e. Closure