

When conducting a negotiation:



- 1** Find a pleasant, quiet, neutral location conducive to conversation.
- 2** Provide relationship-enhancing snacks, antioxidants, dark chocolates, and beverages keyed to each party's preferences researched in advance.
- 3** Provide circular, trust-enhancing seating arrangements with only the key decision-makers present.
- 4** Research parties in advance; engage in small talk during breaks and show you care about each of the parties personally.
- 5** Listen carefully, take notes, show empathy, use paraphrasing to demonstrate you understand and care about each party's perspective.
- 6** Show respect and deference; when it is your turn, humbly educate the other party; consider simple, attractive handouts; candidly share your details via bullet points indicating concerns and interests.
- 7** Work collaboratively with the other party to address all stakeholder interests to come to a win-win solution.
- 8** Make and follow a physical budget with ample time available for nutrition, time-outs, emotions, bathroom breaks.¹

¹ Taken from *Peaceful Resolutions* by Michael A. Gregory, published by Birch Grove Publishing © all rights reserved.

