

**Law Department Management Committee**

**LEGAL QUICK HIT**

**TOP 10 TIPS ON NEGOTIATING**

by

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# TOP 10 TIPS ON NEGOTIATING



# 10. DON'T LET THE A\*\*HOLES GET TO YOU



- Don't get sidetracked by personality issues.
- Focus on the problem – concluding an agreement.
- Don't take it personally.

# 9. BE WILLING TO WALK AWAY



- Don't get emotionally committed too early. (This will require training your client.)
- Have alternative available. Be noisy about it.

## 8. FOCUS ON THE OTHER SIDE'S PRESSURE – NOT YOURS



- Ask: *"What is the pressure on the other side?"*
- Exploit that pressure in order to achieve a better result for yourself.

# 7. DON'T GIVE WITHOUT GETTING SOMETHING IN RETURN



- Avoid unilateral concessions.
- Whenever you give something away, get something in return.

## 6. BE ASSERTIVE

### **as-ser-tive**

*adjective*

having or showing a confident and forceful personality;

the quality of being self-assured and confident without being aggressive.

- Ask for what you want.
- Don't take "No" for an answer.
- Avoid being aggressive. (Loud. Bullying. Disregarding other's interests.)

# 5. BE A THERAPIST

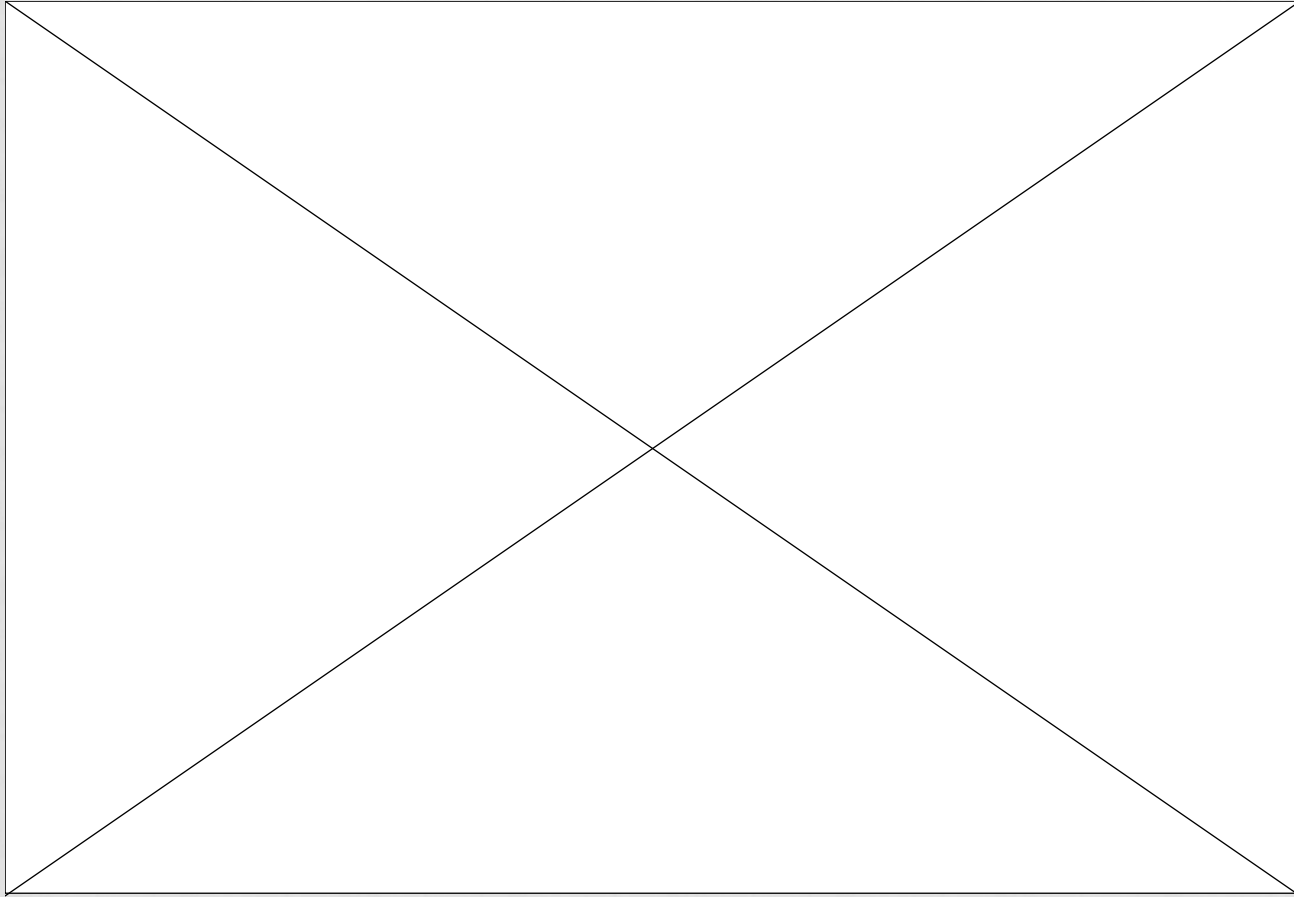


- Ask probing, open-ended questions.
- Then shut-up and listen.
- You will learn what you need to know.





# 4. HAVE HIGH EXPECTATIONS



- The more you expect, the more you'll get.
- Ask for more; offer less.

# 3. BE PREPARED



- Know the business.
- Know each party's motivations & goals.
- Know each party's BATNA.

## 2. GET TIME ON YOUR SIDE



- Beware American culture time trap.
- Time pressure can be used as leverage.
- De-hurry.

# 1. IT IS NOT WIN - LOSE



- Set the proper tone at the beginning.
- Not combative.
- Create value.
- Create framework for long-term relationship, with protections for both sides.

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# QUESTIONS?