



How to negotiate with your client or boss

Negotiating with a client or boss can be extremely tough, especially given the imbalance of power. Here are some tips for a successful outcome.

Before the meeting:

- Have a really clear idea what you want to achieve.
- Have the intention of negotiating a win-win for both parties.
- Put yourself in their shoes and understand their point of view, interests or motives that may affect the outcome of the negotiations.
- What is likely to be their objections and how will you counter these?
- What is your negotiating range?
- Consider your limits of the situation. What is the minimum you will accept?

During the meeting:

- Keep emotions to a minimum and focus on the issue.
- State your position and be prepared to explore options.
- Operate the give/get rule – trade concessions, don't offer.
- Get and make firm commitments. It is a good idea to confirm this in writing after the meeting.



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