

TIPS FOR EFFECTIVE BUSINESS NEGOTIATIONS AS A SMALL BUSINESS OWNER



1. PREPARE THOROUGHLY

1

- Before you spend money on a specific cause, ask yourself.
- Don't immediately spend money just because you like it or want to.

BUILD RAPPORT AND ESTABLISH TRUST

2

- Understand the other party's perspective.
- Establish open and honest communication.

LISTEN ACTIVELY

3

- Understand the other party's perspective.
- Establish open and honest communication.

FOCUS ON WIN-WIN SOLUTIONS

4

- Strive for mutually beneficial outcomes.
- Explore creative solutions and trade-offs.

BE FLEXIBLE AND ADAPTIVE

5

- Be prepared to adjust your approach.
- Stay open to alternative options and compromise.

REMAIN CALM AND PROFESSIONAL

6

- Maintain a composed and respectful demeanor.
- Focus on the issues rather than personal conflicts.

FOLLOW-UP AND MAINTAIN RELATIONSHIPS

7

- Document the agreement in writing.
- Maintain open communication and nurture relationships.

