



# NEGOTIATIONS

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EK/B-18-6-O

# PLAN

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# NEGOTIATIONS

- communication between the parties (negotiators) to achieve their goals, in which each of the parties has equal opportunities to control the situation and make a decision, which is fixed by the contract.

In a narrow sense, it is considered as one of the methods of alternative dispute resolution. In a broader sense, negotiation is the communication interaction of people or social groups.

Business negotiations are an oral conversation with the personal participation of interested parties. It can be 2-sided or multi-sided. These types of business negotiations can take the form of an argument, discussion, persuasive, or constructive or instructive conversation. In turn, a multi-sided business conversation can also be organized in the form of a meeting, a meeting, a conversation at the so-called "round table", a presentation.

## NEGOTIATION FUNCTIONS

- Finding a joint solution to the problem
- Information function
- Communicative function
- Regulatory function
- The propaganda function
- Solving our own internal and foreign policy problems

In General, it should be noted that any negotiations are multifunctional and involve the simultaneous implementation of several functions. However, the function of finding a joint solution should remain a priority.





## EXAMPLES OF NEGOTIATIONS IN BUSINESS

- Customer-supplier negotiations
- Wage negotiations
- Merger or takeover negotiations
- Trade negotiations
- Settle disputes
- Contract disputes
- Labour disputes
- Trade disputes

# BASIC RULES OF BUSINESS NEGOTIATIONS

- **Collecting information**  
It is necessary to collect information not only about the partner, their goals, motivation, but also to work out the content of the future conversation. This rule must be observed at the preparatory stage of the negotiation process.

- **Drawing up a negotiation plan**  
This rule simplifies the process of conducting a business conversation, and also allows you to have at hand ways to resolve conflict situations, if any.

- **Environment monitoring**  
It is important to choose the right place for organizing business negotiations. The right choice is influenced by the conditions, duration of the negotiation process, and other factors. Interesting fact! Practice shows that the person who organizes the meeting is more successful in negotiations.

- **Restraint when speaking on the opposite side**  
Don't reject your opponent's thoughts and ideas as soon as they are expressed. It is recommended to record them, analyze them, and, taking the initiative, discuss the opinions and ideas of the opponent with them.

**Important!** Easy questions should be discussed at the beginning of business negotiations. This allows you to create a favorable business environment for solving more complex problems.





## BARGAINING

To bargain is to discuss and agree the price of something. Someone who does this is a bargainer.

Bargaining is used to talk about pay negotiations, especially in phrases like collective bargaining, pay bargaining, wage bargaining.

All these refer to discussions between groups of employees and their employers about pay and conditions.

# BARGAINING

BARGAINING IS ALSO OFTEN USED IN THESE COMBINATIONS

TACTIC – a particular technique used by a negotiator.

PLOY – a technique used by a negotiator that might be considered as unfair.

CHIP TOOL – an issue that a negotiator uses in order to gain an advantage.

POINT – a particular issue that a negotiator discusses.

POWER – the degree to which one side is strong enough to obtain what it wants.

PROCESS – the way that negotiations develop.



# CONCLUSION

Conducting business negotiations is not an easy area of activity for businessmen of any level. The organization and conduct of the negotiation process have many features and requires compliance with certain rules. You must be able to conduct a business conversation correctly and achieve your goals.

This is undoubtedly a fairly specific area of work for business people, which has a great weight in their activities and affects the development of business. Therefore, it is necessary to have a large set of knowledge and skills that allow a business person to successfully achieve a profitable agreement for him, even in very complex business negotiations.

**THANKS FOR YOUR ATTENTION!**