
Tips for Stating Your Position in a Negotiation

Positions define the problem to be negotiated. Positioning sets the frame for the entire negotiation, so how you introduce your opening position will impact your desired outcome. During the *Positioning Stage* of the negotiation is where conflict points will emerge. Be prepared to manage these points.

It is important in the planning process to be very clear on your position, critical needs, and your settlement range. Determine your opening position by moving a comfortable distance from your desired settlement.

- * Consider the other party's reaction.
- * Prepare several alternatives.
- * Keep it simple.
- * Be consistent.
- * Be creative and expansive.
- * Try not to base your opening position on the other party's.
- * Stick closer to your position, especially during a tough negotiation.

TIP: *Give yourself and your position legitimacy by using documentation that is supportive. This often has great influence whether deserved or not.*