

EDITORIAL NEGOTIATION SKILLS

We must lead in our ward, institution or society. It requires different skills. Negotiation skills must be developed by the leader. Negotiation is a give & take decision making process involving 2 or more persons with different preference. it is a collection of behaviors that involve communication, marketing, psychological, assertiveness & conflict resolution. We need negotiation to solve a problem or reach an agreement. Both the parties should have common predetermined goals. They should be willing to modify their position. At the same time, they should understand the purpose of negotiation. Negotiation process consists of the following steps: Preparation, Discussion, Clear Goals, Win-Win, Agreement, Action Items.

Preparation: Before any negotiation takes place, a decision needs to be taken as to when and where a meeting will take place to discuss the problem and who will attend. Setting a limited time-scale can also be helpful to prevent the disagreement continuing.

Discussion: During this stage, individuals or members of each side put forward the case as they see it, i.e. their understanding of the situation.

Clear Goals: From the discussion, the goals, interests and viewpoints of both sides of the disagreement need to be clarified.

'Win-win' outcome where both sides feel they have gained something positive through the process of negotiation and both sides feel their point of view has been taken into consideration.

Agreement: It can be achieved once understanding of both sides' viewpoints and interests have been considered.

Action Items: From the agreement, a course of action must be implemented to carry through the decision.

The required behavior for the negotiation requires that we consider the other party as stake holder. Negotiation is seen as an opportunity to be creative and think outside of the box in order to make the pie bigger. We all agree that the integrative bargaining is the right negotiation behavior to use. This type of resolution will help building long-term relationships and trust between the parties.

Both the parties should be co-operative, trusting, pacifying, relational and giving.
The skillful negotiator will not be distracted from his task.

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یہی ہے رخت سفر میر کارواں کے لیے

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