

Mastering Business Meetings: Negotiation and Discussion



PODCAST #S1E18: Welcome to this new episode of “The Deep Dive”. In today’s episode, Dan and Mary will show you how to be successful with your negotiations in your next business meeting. We hope you enjoy it!!

D: Okay. So are you ready to really, like, level up your business meeting skills in English?

M: Awesome.

D: We are diving deep today into a resource that's like your secret weapon for mastering negotiation

M: Yeah.

D: And discussion. It's all about navigating those sometimes tricky

M: Yeah. For sure.

D: You know, boardroom interactions.

M: Yeah.

D: And get this. It's structured like a mini course. Follow suit. Right?

M: That's good.

D: We'll hit essential vocab first. Then we'll dive into strategies for negotiation. And finally, we'll, like, really polish up those super important discussion skills.

M: It's gonna be good.

D: I'm excited about this one.

M: Me too. I think it's so important because even if you have the most brilliant ideas in the world...

D: Yeah.

M: If you can't communicate them effectively in a meeting, they just get lost.

D: Totally.

M: It's like having a powerful engine, but, like, flat tires. You know?

D: Oh, that's a good analogy.

M: They're not going anywhere.

D: That's a really good analogy.

M: Yeah.

D: And and this resource is so cool because it breaks down the vocabulary you need. Like, it covers expressing your opinions, agreeing and disagreeing politely, of course, clarifying, negotiating, and, like, how to wrap things up.

M: Nice.

D: It even gives you specific phrases for each one.

M: That's awesome.

D: I'm trying to think, like I remember this one meeting, and I wanted to disagree with a colleague's proposal. And I just, like, blurted out:

M: Uh-oh.

D: *"I don't think that will work."*

M: Oh, no.

D: Not exactly diplomatic.

M: Not really the best approach. Happens to the best of us, though.

D: Yeah. Right. But it's like instead of just being, like, so blunt, if I had said something like, *"I understand your perspective, but I'm concerned of it."*

M: Oh, that's good.

D: You know? That changes everything.

M: It really does. It makes a world of difference.

D: It does.

M: Because you're acknowledging their viewpoint, not also expressing your concern constructively.

D: Yeah.

M: You know? So it's subtle, but it can completely change the tone of the conversation.

D: It's all about word choice.

M: Totally.

D: Word choice is key.

M: It is.

D: But beyond, like, just speaking, you know, there's that whole art of negotiation in meetings. Which can be kind of intimidating.

M: It can be. It doesn't have to be, though.

D: Okay.

M: Think of negotiation as like a collaborative process where the goal is to find some common ground

D: Yeah.

M: Even when the stakes are high.

D: Absolutely.

M: This resource really emphasizes that preparation is, like, the first crucial step. You need to understand not just your own goals, but the other party's interests as well.

D: Oh, so it's not about just coming with your demands and sticking to them no matter what?

M: No.

D: It's about understanding where they're coming from.

M: Exactly. It's about finding that middle ground.

D: Got it.

M: And that leads to the next point, which is "*active listening*".

D: Okay.

M: You know, it's not enough to just, like, hear the words.

D: Uh-huh.

M: You have to really listen to understand their perspective.

D: We have two ears and one mouth for a reason. Right?

M: Exactly.

D: How does that listening like, how does that tie in to actually finding a solution

M: That's a great question.

D: That everyone can agree on.

M: Yeah. That's where focusing on interests and not just positions comes in.

D: Okay. I like that.

M: So, like, let's say you're negotiating a project deadline with the client. Instead of, like, getting stuck on your ideal date, you know

D: Yeah.

M: Try to understand their underlying interest.

D: Okay.

M: Maybe they're launching a new product.

D: Right.

M: They need it done before a certain trade show or something. So by understanding their interests. You might be able to propose a different solution, like prioritizing certain deliverables or bringing in extra resources. That meet both of your needs.

D: So we're looking beyond those surface level demands. And we're trying to find that win-win.

M: Exactly.

D: Things don't always go perfectly smoothly in those negotiations, though, do they?

M: Of course not.

D: So what happens then?

M: That's why flexibility is so important.

D: Okay.

M: You gotta be willing to adapt your approach. Consider those creative solutions. And always maintain your professionalism even when things get tense.

D: Right.

M: Because losing your cool is never gonna help the situation.

D: Yeah. You gotta keep your eye on the prize. And the prize is a successful outcome.

M: Exactly.

D: So we talked about those specific negotiations. What about just, like, general meeting discussions?

M: Right.

D: How can we make sure that we're contributing effectively?

M: That is an excellent question. A lot of the same principles apply.

D: Okay.

M: Preparation is still key. You know? Know the agenda. Have your points organized.

D: Yeah.

M: But it's also about being concise and clear when you speak.

D: Right. Because no one wants to sit through that rambling monologue.

M: Nobody wants to hear that.

D: So how do we avoid that?

M: Think about supporting your points with evidence

D: Okay.

M: And examples. This not only makes your argument more compelling. But it also shows that you've put thought into your contribution.

D: Yeah. You've done your homework.

M: Exactly. And, of course, listening attentively. And being respectful of others even when you disagree.

D: Right.

M: Those are crucial for productive discussions.

D: So it's quality over quantity

M: Yes.

D: In terms of, like, what we say and how we listen.

M: For sure.

D: That sounds like a lot.

M: It is.

D: Like, how do we actually get better at these skills?

M: Well, the resource says "*practice makes perfect*".

D: Of course.

M: But it's not just about attending meeting after meeting. Think about role playing different scenarios.

D: Oh, that's a good idea.

M: Analyzing recordings of yourself.

D: Oh, that's scary.

M: Yeah. It can be a little scary, but super helpful.

D: Okay.

M: Or getting feedback from colleagues.

D: Yeah.

M: This can be so valuable for identifying areas for improvement.

D: So we've gone from, like, basic vocabulary to advanced negotiation

M: Yes.

D: And discussion tactics.

M: That's a whole toolkit.

D: Yeah. It's like our meeting mastery toolkit. It is ready.

M: We are so ready.

D: We are so ready.

M: But here's something I think is worth thinking about.

D: Okay.

M: As you navigate the world of business meetings, how do you think the rise of video conferencing...

D: Oh, interesting.

M: And remote teams...

D: Yeah.

M: Is changing those dynamics?

D: That is a great question to consider.

M: Lots to think about.

D: There is. As you head into your next meeting, remember, it's a learning process.

M: It is.

D: Don't be afraid to experiment.

M: Yeah.

D: Learn from each experience.

M: That's how we grow.

D: And share your insights with us.

M: We wanna hear about it.

D: Let us know.

M: We'd love to hear your successes.

D: We'd love to hear about it.

M: Thanks for joining us.

D: Bye.

M: See you.