

Tips to reach an agreement

- Prepare what you want to say
- Ask for what you want
- State the reason why you want it
- Thank the other person if they agree to what you want
- Make some changes to your idea if the person does not agree
- Thank the other person if they agree to the changes
- Ask the person to think of another suggestion if they are still not happy with yours
- If you do not like the persons suggestion, try and work together to come up with an idea that you both agree with
- Ask for more thinking time if necessary