**Here are three key elements for successful negotiation skills and persuasive conversations:**

**Negotiation Skills: 1. Keep control of your emotions.**

Negotiations can trigger your emotions and scupper your negotiation skills when you fail to realize that you are an adult speaking to another adult. Too frequently people fall into a "child-and-adult" role, where pleading replaces negotiation skills. If you find that your emotions are surfacing or that you're reverting to a child role, excuse yourself from the situation rather than blundering ahead while blubbering. Get a hold of yourself - you're an adult.

**Negotiation Skills: 2. Know what you want - specifically.**

Don't leave the details of your request up to the person you are negotiating with--know specifically what you want.

**Negotiation Skills: 3. Know who you are talking to.**

Will you be speaking to a dominant personality with a tendency toward angry outbursts? Or will you be lucky enough to be engaging a logical person or someone with high empathy? Tailor your communication and negotiations skills to the behavior type you'll be persuading or negotiating with. Do whatever research or asking around you can ahead of time to find out more about their situation and what they are likely to want from you.